

Madrid Public Library Security Camera Policy

Purpose

The Madrid Public Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because staff is unable to provide direct supervision over all areas within the library and its grounds, video cameras have been placed at selected locations in order to observe and record visible activities of patrons within the library and its grounds in lieu for direct supervision.

Observation of activity, whether in real time or from digitally recorded storage, shall be limited to activities that are specific to library operations, may affect the safety and security of library patrons and staff, and provide protection for library assets or property. Staff and patron security is the first priority in any threatening situation. The protection of library property is the second priority.

The cameras have not been installed for the purposes of monitoring library staff performance.

Privacy and Confidentiality

Placement of the security cameras shall be determined by the library director or by her designee. Cameras will not be placed in areas where there is a reasonable expectation of privacy, such as toilet areas within the restrooms.

Cameras are not positioned to identify a patron's reading, viewing or listening activities. However to the extent that any recorded images include identifiable patrons requesting information or checking out an item, such record shall be treated as confidential as provided in Iowa Code §22.7 (13). Any inadvertent views of protected information shall be held in confidence by the library staff under the library's confidentiality policy.

Public Notice

Signage shall be conspicuously displayed within the library advising of the recording of video images. Conversations or other audible communication will not be monitored or recorded by the security cameras.

Data Storage

Cameras will record in real time and images will be saved to the camera server's hard drive. The capacity of the storage system allows for images to be stored for 30 days. Current software deletes images automatically when the capacity of the hard drive is reached. The library is not obligated to store images past the 30 day limit.

Cameras will not be monitored continuously by library staff. Because these cameras are not constantly monitored, the staff and patrons should take appropriate measures for

their safety and for the security of personal property. Neither the Madrid Public Library nor the City of Madrid is responsible for loss of property or personal injury.

Authority to Access Data

The library director holds the authority to designate library staff members who may access video in real time or recorded formats.

Circumstances under which designated staff may access images include, but are not limited to, observation of areas beyond view to maintain safety and security. Access to real time or recorded imagery is also authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets or any other activity that may be disruptive to library operations.

Law Enforcement

All requests for viewing of real time or recorded imagery by law enforcement officials must be presented to the library director. If the library director is unavailable, such requests shall be presented to the administrative or supervisory staff designated by the library director to hold such authority. Law enforcement may view recorded images unless such images include records protected by Iowa Code §22.7 (13), in which such records would only be released only pursuant to valid court order.

In the event of a search warrant, which is executable immediately, the library director/designated staff will comply with the search warrant and consult with legal counsel.

Upon receipt of a subpoena or other court order, the library shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not the library shall insist any defect be remedied before releasing records that contain patron information.

Public Disclosure

Confidentiality issues prohibit the general public from viewing security camera footage that contains patron information. If the library receives a request from the general public to inspect security camera footage which contains patron information, the public will be advised to file a police complaint.

All requests for public disclosure of recorded images shall be presented to the library director/designated staff member. Guidelines for public disclosure of video imagery shall follow the procedures established by the library director in accordance of Iowa Code Chapter 22.

Adopted: November 13, 2018