

## Security Camera Policy

### I. Purpose

The purpose of security cameras is to enhance the safety and security of Library patrons, staff, and property. The Peter White Public Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because library staff is unable to provide direct supervision over all areas within the library and library grounds, security cameras have been placed at selected locations in order to observe and record images of activities of persons in the library and on library property. Security cameras are also provided to assist the Library with enforcement of the Library's Patron Behavior Policy.

### II. Signs

Signs will be posted at the Library entrances, informing the public that security cameras are in use.

### III. Data Captured

The security cameras only capture video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.

### IV. Security Camera Locations

Security cameras may be installed in locations where individuals lack a reasonable expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating areas, public computers, and areas prone to theft or misconduct. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices.

### V. Security

The Library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

### VI. Surveillance Footage Retention

Surveillance footage will be retained according to *MGT – 2 Records Retention Policy*.

### VII. Disclosure of Surveillance Footage

Footage that does not meet the definition of a Library Record may be provided to law enforcement. See *MGT – 1 Confidentiality of Library Records* for definitions and clarification regarding Library Records and the Michigan Library Privacy Act. The Library Director or designee will be responsible for providing this footage.

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Peter White Public Library Board of Trustees  
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