

Security Camera Policy

I. Purpose

Security cameras are used to enhance the safety and security of library users and staff by discouraging violations of the Library's Patron Behavior Policy, to assist library staff in preventing the occurrence of any violations, and when legally required, to provide law enforcement assistance in addressing criminal activity.

Security cameras will not be used to monitor the content used by patrons or the routine performance of staff. Footage may be used in determining if policy or legal violations occurred.

Pursuant of these goals, cameras will only be placed in common areas with no reasonable expectation of privacy.

II. Notices

- A.** A sign will be placed in a visible location while entering the building informing users that:
 - i.** A video surveillance system has been installed in the public areas of the library.
 - ii.** The video may be monitored but is not continuously monitored.
 - iii.** Video will be securely retained for at least 7 days.
- B.** This policy shall be posted to the library's website.

III. Monitoring

- A.** Video may or may not be monitored by staff in real time.

IV. Retention

- A.** Video will be retained in a secure location for at least 7 days. The appropriate length of time will be deemed by the Director and reported to the Board.
- B.** Any form of unauthorized capture, digital or otherwise, is strictly prohibited. No staff member may download recorded footage,

capture a recorded or live image by photograph, or make video copies of security camera recordings or live footage.

V. Access

- A.** Staff that is on shift may have access to the live video feed to enhance security of locations that are not visible from the circulation desk.
- B.** The Director is responsible for granting appropriate access to recorded footage and will notify the Board any time access is granted.
- C.** The Director may share video records or stored images with staff when required or appropriate to identify any person suspended from Library property and to maintain a safe, secure, and policy-compliant environment.
- D.** Footage may be turned over to law enforcement in accordance with Library Privacy Act, MCL 397.601 et seq., other applicable rules, regulations, laws, and constitutional legal principals.
- E.** In general, library privacy laws prohibit the general public from viewing security camera footage that contains patron information. The Library will disclose video records as may be required by law or a court order. If a member of the general public requests a video record, the requester shall be asked to make a request pursuant to the Michigan Freedom of Information Act.

Approved 10/06/2025