

Video Security & Records Policy

Baker County Library District uses security cameras to help document events involving the safety and security of Library users, staff, and property. The security system installation consists of dedicated cameras which may provide real-time surveillance through a video management system. The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders.

Security system use is governed by policy established by the Library Board of Directors and any applicable rules or regulations adopted by the Library. The Library Director as the executor of policy for the Board of Directors has discretion in determining what use is "in the best interest of the Library" and is authorized to act accordingly, including limiting the use of Library property and services by individuals whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances. The Library Board may modify, amend or supplement this policy, as it deems necessary and appropriate.

SIGNAGE

The Library shall post and maintain signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

CAMERA LOCATION

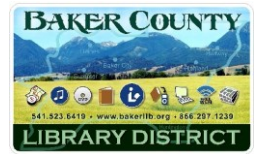
Cameras are located and positioned to view service desks, exits, youth spaces, parking lots, and areas prone to theft, vandalism or other activity that violates Library policy or criminal law. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restroom or employee break room interiors. Cameras will be positioned to record only those areas specified by the director, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed or added without the permission of the director.

DATA COLLECTION AND ACCESS

The security system shall digitally record video data only and no audio. Recorded data is considered confidential and secure. Access to live feeds of images is available to staff at services desks in order to monitor current activity. Access to recorded video data is limited to the Library Director and authorized managerial staff. All library employees are to review and comply with this policy. Such persons shall not violate any laws relevant to this policy (including, but not limited to, Oregon's Public Records Law, Oregon's Record Privacy Law, and Oregon common laws pertaining to privacy rights) in performing their duties and functions related to the video security system.

RETENTION OF DIGITAL IMAGES

Recordings shall be kept for up to 30 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. These shall be retained for at least one year after the incident. Select recordings of serious incidents may be retained as long as is considered necessary by the director. The storage media shall be



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kept in a secure area.

USE/DISCLOSURE OF VIDEO RECORDS

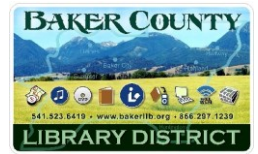
- Video records may be used to identify the person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations.
- Video records may be shared with library staff to identify person(s) suspended from library property and to maintain a safe and secure environment.
- Authorized personnel may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.
- Only the director and authorized personnel may release any video record requested by law enforcement. Only the director shall be authorized to release any video record requested by any third-party other than law enforcement.
- Video records may be used to assist investigations by law enforcement or licensed attorneys as long as the footage is unrelated to the use of the library and the borrowing choices of library patrons.
- Video records related to the use of the library and the borrowing choices of library patrons shall only be shared with a law enforcement agency or licensed attorney upon receipt of a valid subpoena.
- Video records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of Library policy, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability.
- Video records may be used, upon authorization by the director, as otherwise allowed by law.

INQUIRIES FROM THE PUBLIC

A staff member receiving an inquiry from the public regarding the Video Security Policy shall direct the inquiry to the Library Director.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE (PRIVACY BREACH)

Any Library employee who becomes aware of any unauthorized disclosure of a video record in contravention of this Policy, and/or a potential privacy breach has a responsibility to ensure that the Library Director is immediately informed of the breach. A breach of this Policy may result in disciplinary action up to and including dismissal. A breach of this Policy by service providers (contractors) to the Library, may result in termination of their contract.



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DISCLAIMER OF LIABILITY

Any patron or staff member shall be given a copy of this policy regarding use of the security cameras upon request. The District disclaims any liability for use of the video data in accordance with the terms of this policy, given that BCLD sites are public facilities and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

DAMAGES AND LIABILITY

Any individual using the Library shall be held responsible for willful or accidental damage to the District property caused by the individual in accordance with the Library Code of Conduct.

APPEAL AND REVIEW

This Policy will be reviewed at least every five years and revised or reaffirmed by the Library Board. The Board authorizes the Library Director to waive regulations under appropriate circumstances. The Library Director is the chief person empowered to make decisions regarding the use of the security cameras.

Any appeals for changes to, or exceptions to, any portion of the Security Camera policy will be considered. An individual wishing to file an appeal shall submit it to the Library Director in writing. The Library Director will respond in writing.

Date of Origin: 11/09

Date(s) of Revision: 2/17