



BOARD OF TRUSTEES POLICY VIDEO SURVEILLANCE & RECORDING

The purpose of the Euclid Public Library video surveillance policy is to deter crime and to aid in protecting the safety of our staff, patrons, visitors and property of the Library. A sign is posted at the Library entrance informing the public that security cameras are in use.

This policy establishes guidelines for the placement and use of video surveillance cameras, as well as the access and use of surveillance records at the Euclid Public Library. Video surveillance of areas for security purposes is conducted in a manner consistent with other existing Library policies and all applicable laws and ordinances.

SURVEILLANCE AREAS

Reasonable efforts are made to safeguard the reasonable expectations of privacy of staff, patrons and visitors. Areas under surveillance may include those of public use, staff work areas, parking lots, Library grounds and other areas as specified by the Director/designee where staff and patrons would not have a reasonable expectation of privacy. Camera locations will not be changed or added without permission of the Director/designee. Cameras will not be installed in areas where staff, patrons or visitors have a reasonable expectation of privacy, such as restrooms, nor are they positioned to identify a person's reading, viewing, or listening activities in the Library.

Targeted video surveillance is prohibited if such observation is based on characteristics and classifications that would be considered discriminatory under law.

The existence of this policy does not imply or guarantee that any or all cameras are recording images, or are monitored in real time, 24 hours a day, or seven days a week.

LIBRARY ACCESS TO SURVEILLANCE AND USE/DISCLOSURE OF SURVEILLANCE

The Director/designee are authorized to access surveillance in pursuit or identification of incidents of criminal activity, litigation, violation of the Patron Code of Conduct or other Library policy, or other actions considered disruptive to normal Library operations. The Director or the Director's designee, with the Director's approval, may ask other staff to review surveillance to ascertain security concerns related to a specific incident and to maintain a safe, secure, and policy-compliant environment. Surveillance records will be maintained for only a limited period in accordance with the Library's records retention schedule, unless part of an ongoing investigation or litigation.

Under certain circumstances and to the extent consistent with applicable law, the Director/designee may request law enforcement to review selected portions of surveillance records for reasons such as assessing the security risk of a specific individual or for investigating a crime on Library property.

The Euclid Public Library's surveillance records may contain personally identifiable information about an individual who has used a Library service or borrowed Library material ("patron information"). These records are not public records under Ohio state law and they are not subject to mandatory release or disclosure under that section. They will be accorded the same level of confidentiality and protection provided to Library users by

Ohio state law and Euclid Public Library policies. The footage may be made available to public safety forces or the courts under some conditions, such as subpoena, search warrant, other court order or to a law enforcement officer in exigent circumstances.

All requests for video surveillance records by law enforcement will be referred to the Director. In the event of a search warrant, which is executable immediately, Library Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, Library Administration 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, Library Administration shall insist any defect be remedied before releasing records which contain patron information.

Surveillance records will not be disclosed other than as specifically authorized by this policy. Library staff members are to review and comply with this policy and with any laws relevant to this policy. A breach of this policy may result in discipline, up to and including termination.

Approved January 20, 2015