



**COUNTY OF SAN LUIS OBISPO
PUBLIC LIBRARIES**

Christopher Barnickel *Library Director*

SECURITY CAMERA OPERATION AND FOOTAGE USE POLICY

1. PURPOSE OF SECURITY CAMERAS

The Library has security cameras to enhance the safety and security of Library users, staff, and property. Security cameras are used to discourage illegal behavior and policy violations, to enhance the opportunity to apprehend offenders, and to provide recorded data relevant to the control of library security and operations. The security camera installation consists of dedicated cameras providing real-time surveillance through closed-access, networked software. There is no audio recording associated with the cameras.

2. SIGNAGE

The library posts signs at public entrances and throughout the facility alerting patrons to the use of security cameras for monitoring and recording on library property, both inside and outside.

3. STAFF ACCESS TO DIGITAL IMAGES

Live surveillance and recorded data are accessible in staff areas only. Only the following administrative staff members are permitted to release recorded archival data to law enforcement in compliance with this policy: Library Director, Assistant Library Director, Library Facilities Manager, and Regional Librarians. Such authorized administrative staff may direct IT staff to access and isolate live or recorded data related to a specific incident or may ask other staff to view live or recorded data in order to ascertain security concerns. Authorized staff shall notify the Library Director whenever archival video data is accessed.

4. COLLECTION OF DIGITAL IMAGES

Video footage is collected for library purposes. The library is obligated to retain video records for one year to be compliant with California State Law [Government Code section 34090.6]. Authorized staff may turn off surveillance for maintenance, or to ensure patron privacy.

5. ACCEPTABLE USE AND PATRON PRIVACY

a. Activity on library property

Authorized staff may use live surveillance, a still shot, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime on library property, to request law enforcement assistance, to validate serious or repeated policy violations, to alert staff to banned or repeatedly disruptive individuals, or to address

internal security/operational concerns. In the discharge of such duties, authorized staff members are permitted to connect the recorded digital image with identification data available on the library's patron databases.

b. Requests from law enforcement

Authorized staff may use live surveillance or recorded data to cooperate with law enforcement investigations of criminal activity, missing persons, or runaways. Any such video data provided to law enforcement will be with the knowledge and authorization of the Library Director when practicable. If the Library Director cannot be reached in a timely manner, the Assistant Library Director or Regional Librarian may provide authorization.

c. Privacy

In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by California State law, County of San Luis Obispo Public Libraries policy, and the American Library Association policies on confidentiality and privacy, with footage released only in accordance with, and required by law.