

MNG-22

SECURITY CAMERA

Policy Statement:

The Manhattan Public Library strives to maintain a safe and secure environment for staff and customers. In pursuit of this objective, selected areas of the library premises are equipped with video cameras. The library's video security system shall be used only for the protection and safety of customers, employees, and property, to assist in law enforcement, and review in case of suspected policy violation. The system is intended to complement and not replace other library security procedures.

Definition:

The ***Security Camera System*** is a closed network of cameras utilized to capture images and transmit them for display on a limited number of monitors.

Regulations

1. Only the Director or employees designated by the Director are authorized to access or operate the video security system. Viewing, reproduction or storage of images must be authorized by the Director or, in their absence, an Assistant Director, and may only be carried out by the Director, Assistant Directors, and the Information Technology Manager, or staff assigned by the Director. Access to reviewing live or stored images is limited to employees designated by the Director. Still shots or portions of vide may be shown to other staff members for security purposes.
2. Reasonable efforts shall be made to safeguard the privacy of customers and employees. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms, private offices, or staff break rooms. Cameras will not be installed for the purpose of live monitoring of staff performance. Camera locations will not be changed without permission from the Director.
3. Sound will not be recorded.
4. With the exception of records retained for criminal, safety or security investigations, the library will not maintain a copy of recordings for longer than the 21-day recording cycle.
5. Confidentiality and privacy issues prevent the Library from allowing the public to view security camera footage. If the Library receives a request form the general public to view recorded camera footage, the public will be advised to file a police report.

6. The Director or their designee may use a still shot or portions of the recorded data to assess a security risk or investigate a potential crime prior to contacting law enforcement.
7. For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid court order. Only the Director or Director's designee will be authorized to release images to law enforcement.
8. The digital video recorder and recorded data shall be considered confidential and maintained in a secure manner.
9. The system is not to be used for live monitoring, unless there is a suspected policy violation or security situation being investigated by the director.
10. In emergency situations that present imminent danger of physical harm, law enforcement may gain access without a court order. In such imminent danger emergencies where law enforcement calls for a waiver of the court order, the requesting officer is required to provide their name, agency, badge number, the nature of the emergency, and the extent of data requested.
11. In an emergency, the Director or Director's designee may provide remote access to the security system to the Riley County Policy Department for the duration of the emergency.
12. 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.
13. Signage shall be posted to inform the public of the presence of security cameras.
14. A breach of this policy by Library employees may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video record and/or a potential privacy breach has a responsibility to ensure that the Director is immediately informed of the incident.