

Video Surveillance

The purpose of video surveillance at the Hussey-Mayfield Memorial Public Library is first and foremost the protection of the physical safety of the customers and employees of the Library. A secondary purpose is the protection of property and protection of the Hussey-Mayfield Memorial Public Library from potential liability.

No monitoring will be done on the basis of race, color, religion, sex, age, national origin, veteran status, disability that can be reasonably accommodated, or any other basis prohibited by federal, state, or local law.

Video recordings will be held as confidential library records and will be purged as soon as their purpose is served, subject to any other applicable laws.

In the event that any public law enforcement agency or security agency makes a request for recordings or recording equipment, the request will immediately be referred to Senior Management. The Library has the right to confer with legal counsel before complying with any such request and MAY exercise that option. If any such request is made, it is imperative that any and all material be preserved during the period that contact with counsel is being exercised, all subject to applicable law(s).

In the unlikely event that any officer or agency should seize material or equipment, Senior Management will be notified immediately and the staff member will request a receipt for the material taken.

While the Library, as a public institution and employer, must reserve the right to use the surveillance system for additional purposes, in general, it will not be used to monitor individuals or groups of individuals unless there is reasonable cause to believe that there has been or may be an infraction of Library policies or procedures. In such cases, it will be presumed that an individual is behaving or performing correctly unless there is reason to think otherwise.

When a manager receives information that may cause him/her to believe that a situation exists that requires investigation, the following procedure will be followed:

1. The manager will submit a written request to Senior Management, giving a brief description of the need to check recordings.
2. IF Senior Management approves the review of the monitoring, the request will be signed and Senior Management or the Website Developer will attempt to locate the necessary recorded or live data or provide one time access to the recordings to allow the manager to make necessary observations as previously approved.
3. If the recording and/or monitoring provides sufficient proof of malfeasance, Senior Management may approve disciplinary or other corrective action.

Software for monitoring cameras and recorders will be installed only on the computers at the direction of Senior Management. Installing the software on computers not approved by Senior Management, installing additional equipment on the system, re-aiming

cameras or other additions or modifications not approved by Senior Management or sharing information in an unauthorized manner will be considered a violation of Library policy.

The surveillance system will also be used as a tool to determine things such as the amount of business at service desks, traffic flow, and other routine checks of conditions affecting the safety and operation of the building and grounds. If, in the use of the system in this manner, it becomes evident that there are likely policy violations as demonstrated in the behavior of personnel or customers, then the above procedure may come into force.

Imminent Danger

When there is a credible likelihood of imminent danger to persons or property, any staff member may request 1) the Reference Staff, 2) the Web Developer, 3) the Assistant Network Administrator, 4) the Associate Library Directors or, 5) the Library Director to use the surveillance system as needed to thwart or document any such action. The reference staff may also use the real-time monitoring capabilities of the system to assure that no person(s) are still within the building after closing.

Video recordings or printouts from them shall not be posted in any place without the written permission of the Associate Directors or the Director.

This Video Surveillance Policy was adapted, with permission, from The Hamilton East Public Library's Surveillance Policy 1.13. Thank you to HEPL for granting permission.