

## Surveillance Cameras Policy

The Graves County Public Library has video cameras installed in public areas outside and inside the building for surveillance purposes. Video footage is used for legitimate institutional purposes such as preventing theft or violence, or investigating illegal or improper conduct such as trespassing or vandalism.

These cameras are located by the front entrance, computer areas, front desk, and reading area. As patrons enter the Library, they are notified by signs that surveillance cameras have been installed for their protection.

Initial review of surveillance footage is confidential and access is limited to appointed supervisory staff only. As the library is obliged to protect the privacy of its patrons, individuals will not be permitted to view any footage. If any illegal activities are found on video footage, the staff must notify the police. The police may view footage as part of any ongoing investigation.

Unless the Graves County Public Library initiates contact with the police or any other state, federal or local government agency, a subpoena, as authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power, is required to release surveillance footage.

The Library has adopted the following procedural safeguards to avoid unintended or improper use of video recordings:

- The Library will post signs informing visitors that the area is under surveillance. The Library's cameras are visible, not hidden.
- The Library does not use video surveillance in areas where visitors have a *reasonable expectation of privacy*; e.g., restrooms, or other places visitors are not in public view.
- The Library will not select visitors for video surveillance in a manner that might be considered discriminatory under federal or state discrimination laws
- The Library will not select visitors for video surveillance in retaliation for exercising rights under any law or local policy.
- Library surveillance tapes are considered Open Records and may be requested through an open records request.
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The Board of Trustees and staff of the Graves County Public Library seek to make the public library as safe and secure as possible for all its patrons.

Adopted: 8-16-2010

Reviewed: 4-24-17