

**Fennville District Library
SECURITY CAMERA POLICY**

April 11, 2019

Fennville District Library Mission:

The mission of the Fennville District Library is “to provide access to varied materials and services for lifelong enrichment.”

Purpose:

The Fennville District Library uses security cameras to aid in the safety and protection of persons and property located within the premises of the Fennville District Library.

Placement:

Camera placement will be determined by the Library Director. Security cameras may be placed in both indoor and outdoor areas. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy.

Monitoring:

Live feed activities will be randomly monitored on desktop monitors placed in secure areas to ensure privacy. Because cameras will not be continuously monitored, patrons and staff should take appropriate precautions for their safety and for the security of their personal property. While security cameras will not be installed for the purpose of monitoring staff performance, the Fennville District Library reserves the right to utilize cameras and recorded images captured by such cameras for any lawful purpose.

Access:

Access to archived footage is restricted to the Library Director. Any library employee who becomes aware of an unauthorized disclosure of a recording or photograph must immediately inform the Library Director. All requests for viewing of real time or recorded imagery by law enforcement officials must be presented to the Library Director. 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.

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Retention:

Subject to capacity limitations for stored media, recordings shall be kept for approximately 30 days. Recordings or pictures related to specific incidents as identified by the Library Director, shall be retained for one year after the incident date or until such time as any legal matters have been resolved. As new images are recorded, the oldest images not specifically retained will be automatically deleted. The storage media shall be kept in a secure area.

Public Disclosure:

Notice of use of security cameras on library premises shall be posted at such public location(s) as determined by the Library Director. A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Fennville District Library's official website. Questions regarding this policy may be directed to the Library Director.