

The Mercer Area Library enriches our community by providing opportunities for information and education. To complete this mission, the Library must offer a welcoming, open atmosphere and provide a comfortable and safe environment where people can use library facilities and collections for intended purposes to the maximum extent possible.

Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of the Library's Policies, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of security cameras, as well as the access and retrieval of recorded images.

#### Procedures

- Cameras are installed at library locations on an as needed basis.
- Signs will be posted at Library entrances informing the public that security cameras are in use.
- Security cameras may be placed in both indoor and outdoor areas where security staff and designated Library staff can randomly monitor activity.
- Access to archived footage in pursuit of documented incidents of criminal activity or violation of the Library's Policy is restricted to designated personnel: Library Director, President of the Board of Directors and Secretary of the Board of Directors.
- Access to archived footage may be granted to law enforcement officials to assist with an active investigation. One of the above designated persons will be present at all times.
- Designated personnel as described above may have access to real-time monitors as well as a secure online application. Images will be viewed on desktop monitors (and secure online applications) placed in secure areas to ensure private access.
- Footage will be viewed as deemed required by the above designated personnel.
- Security camera images will automatically record over themselves on an ongoing basis. Image records will not be maintained provided no criminal activity or policy violation has occurred.
- Policy questions will be directed to the Library Director

#### Guidelines

- Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. Mercer Area Library is not responsible for loss of property or personal injury.
- Cameras will be installed in public spaces where individuals do not have a reasonable expectation of privacy. Examples include common areas of the library such as entrances, book stacks, public seating areas, conference rooms, book drop areas, and parking lots.
- Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as in restrooms.
- Images will typically be stored for an average period of 30 days.
- Cameras may be installed in areas that could assist law enforcement officials in documenting traffic accidents or other incidents unrelated to the Library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of a library building that not only document activity on Library property but also the sidewalk, public streets, and surrounding properties.
- The primary purpose of the installation of security cameras is to protect our patrons and property. However, footage may be viewed anytime there is a suspicion or report of illegal or inappropriate behavior on the part of a staff member.
- Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.