

**Ashland Public Library
Public Services Policy**

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Video Monitoring
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Purpose

The Board of Trustees of Ashland Public Library is responsible for establishing rules to maintain safety and security for members of the public and library employees. As part of the responsibility, this policy is established to regulate the use of video-recordings devices intended to observe and record areas on the premises of the library for security, safety, and law-enforcement purposes. This policy applies to all employees and contractors of the library. The existence of this policy is not intended to nor does it imply or guarantee that any or all cameras will be recording images 24 hours a day, seven days a week.

As a general rule, appropriate signage will be posted at entrances indicating that the area is subject to video surveillance. Lack of signage does not indicate a reasonable expectation of privacy.

Location

Reasonable efforts are made to safeguard the privacy of patrons and employees. The security cameras are positioned to record only those areas specified by the Director or their designee, and will complement other measures to maintain a safe and secure environment, in compliance with applicable law and library policies. Camera locations shall not be changed or added without permission of the Library Director.

Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as inside restrooms; nor are they positioned to identify a person's reading, viewing, or listening activities in the library.

Access to Digital Images

Only the Library Director and designated administrative personnel are authorized to access the recorded archival data in pursuit of incidents of apparent criminal activity, litigation, or violation of the library Code of Conduct. Authorized individuals, with notice to the Library Director, may ask other staff to review recorded data in order to gather or share information about security concerns related to a specific incident. Authorized staff may observe cameras in real-time in order to monitor the safety, security, and policy compliance.

Use/Disclosure of Video Records

Video records and still photographs may be used by authorized individuals to monitor the safety and security of library staff, visitors, property, and facilities.

Video records may be shared with authorized library employees and, when appropriate, the Board of Trustees and other library staff, for the purposes of addressing security concerns related to a specific incident or to identify individuals suspended from the library property.

The Library reserves the right to release video-surveillance recordings and images to law enforcement personnel acting within the scope of their official duties who are investigating suspected criminal activity on library property or, in exigent circumstances, other matters involving public safety. An exigent circumstance is defined as an emergency situation requiring swift action to prevent imminent danger to life or serious damage to property, or to forestall the imminent escape of a suspect, or destruction of evidence. Video surveillance records and images may also be released in response to a subpoena, search warrant, or court order. No release of video recordings or images will occur without prior authorization by the Director or her designee consistent with this policy.

Photographs and digital stills of individuals obtained through video recording will not be displayed in an area that can be viewed by patrons except in furtherance of investigation of suspected criminal activity on library property or to protect public safety.

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Video records shall not be used or disclosed other than as specifically authorized by this policy.

Video records that contain personally identifiable information about an individual who has used any library service or borrowed any library materials (“patron information”), users be accorded the same level of confidentiality and protection provided to library users by Ohio state law (including, but not limited to ORC 149.432, “Releasing Library Record of Patron Information”), Ashland Public Library policies, and the American Library Association statements on confidentiality and privacy.

General Public Requesting Access to Security Camera Footage

Due to confidentiality/privacy issues, this policy prohibits the general public from viewing security-camera footage that contains patron information. If the library received a request from a patron of the general public to inspect security-camera footage which contains patron information, the request will be declined and, where appropriate, the requestor will be advised to file a police complaint.

Retention of Digital Images

Images from the library’s surveillance system are stored digitally on hardware in the library. It is the intent of the library to retain all recorded images for a minimum of 14 days, or until image capacity of the system is reached. Then, the oldest stored images will be automatically deleted by system software to make room for new images.

Unauthorized Access and/or Disclosure

A breach of this policy 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 potential privacy breach must immediately inform the Library Director of the breach.