

PAULINE HAASS PUBLIC LIBRARY

Policy: Security Cameras

Adopted by Library Board: September 20, 2023

Purpose

The purpose of this policy is to establish guidelines for the use of video security cameras, as well as the access and retrieval of recorded video images at Pauline Haass Public Library.

The Pauline Haass Public Library Board of Trustees is committed to providing a safe and welcoming library environment. Wisconsin State Statutes Chapter 43.52(2) states that the Board of Trustees may enact regulations to render use most beneficial to the greatest number. Chapter 43.58(1) establishes the library board's exclusive control over the library building.

Use of Security Cameras

Security cameras are used to discourage violations of the library's code of conduct and provide law enforcement assistance in prosecuting criminal activity. Cameras may also be used to assist library staff in monitoring the entry/exit points of the library outside of open hours. Cameras record video images only and do not record audio.

Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy (service desks, entrances, seating areas, book stacks, or areas where money is stored or handled). They will not be installed in areas where individuals have a reasonable expectation of privacy, such as restrooms or private offices.

Cameras may be installed in areas that could assist Law Enforcement in documenting traffic accidents or other incidents unrelated to the library that take place on the Civic Campus 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 and parking lot.

Cameras are not monitored constantly, so public and staff should take appropriate safety measures for themselves and the security of their personal property. The Pauline Haass Public Library is not responsible for the loss of property or personal injury.

Cameras are not for routine staff performance evaluations and will not be used for that purpose.

Storage and Access of Video Recordings

Recorded data is confidential and secured in controlled areas. Video recordings are typically stored for no longer than 30 days. As new images are recorded, the oldest images will be automatically erased. Video recording files saved for law enforcement purposes will be saved by

the Library until the matter is resolved. Any footage given to law enforcement will not be under Library control as soon as it is turned over.

Video surveillance recordings may only be accessed by the Library Director, or staff member designated by the Director, in pursuit of documented incidents of criminal activity, injury, or violation of the Library's Code of Conduct. Video surveillance data is considered protected public library records. State Statutes carefully define law enforcement officials' authority to view surveillance data, and the Library will cooperate with and assist law enforcement officials as permitted by Wisconsin Statutes Chapter 43.30(5):

“Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or in part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.”

“If a library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.”

Unauthorized Access and/or Disclosure

Confidentiality and privacy policies prohibit the public and non-authorized staff members from viewing security camera footage that contains personally identifiable information. If the library receives a request from the general public to inspect security camera footage, the requester(s) will be advised to file a police complaint.

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 recording and/or a potential privacy breach has a responsibility to immediately inform the Library Director of the breach.

Disclaimer of Responsibility

A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Library's website. Questions from the public may be directed to the Library Director.

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

References:

Wisconsin Statutes Chapter 43.30 – Public library records.

<http://docs.legis.wisconsin.gov/statutes/statutes/43/30>

Wisconsin Statutes Section 43.52 – Municipal libraries.

<https://docs.legis.wiconbanneconsin.gov/statutes/statutes/43/52/2>