



<b>Policy 4-1</b>	<b>Security Cameras</b>	<b>Created:</b> 12/13/2018 <b>Revised:</b> 12/18/2024 <b>Approved:</b> 12/18/2024
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**I. Purpose**

This policy establishes the framework within which the Jackson County Library District (hereinafter referred to as “District” or “Library”) uses security cameras. Security cameras are used to enhance the safety and security of library visitors, staff, and property, while protecting an individual’s right to privacy. The security camera installation consists of dedicated cameras providing real-time surveillance through a secure video management system. The primary purpose of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders.

**II. Signage**

The District posts and maintains signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

**III. Camera Location**

Cameras are located to view service desks, exits, and areas prone to theft, vandalism or other activity that violates Library policy or criminal law. Cameras will not be located in areas where patrons and/or staff have a reasonable expectation of privacy such as private offices, restrooms, or areas designated for breast feeding.

**IV. Access to Digital Images**

- A. Video data is recorded and stored digitally on a dedicated server. The recorded data and Digital Video Recorders (DVRs) are considered confidential and secure. Both the recorders and recorded data are housed in a limited-access, controlled area.
- B. Authorized staff shall have access on local DVRs and remotely via the Library’s network to live feeds in order to view activity at the Library when security and safety is a concern. Access to recorded video data is limited to select, authorized library staff.
- C. In situations involving patrons who have been suspended from the library, stored still images may be shared with staff system-wide. Shared images may remain posted in

restricted staff areas for the duration of the suspension period.

- D. A log will be maintained with name, date, time, and reason for all viewing access, such as for the investigation of an incident, pursuant to a subpoena, etc.

#### **V. Retention of Digital Images**

Recordings shall be kept for approximately 7 days with the exception of relevant still shots or selected portions of the recorded data relating to specific incidents. The storage media is kept in a secure area.

#### **VI. Access by Law Enforcement and Patron Privacy**

- A. Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons or staff except as viewed in relation to a specific event or suspected criminal activity, suspected violation of District policy, or incidents where there is reasonable basis to believe a claim may be made against the District for civil liability.
- B. Authorized staff may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on Library property.
- C. Video data will be made available to law enforcement officials or agencies upon written request. The Library shall retain a copy of the request.
- D. In all other respects, recorded data will be given the same level of confidentiality and protection provided to library users by Oregon State law and the District's policies, including but not limited to the policy concerning confidentiality of personally identifiable information about library users.

#### **VII. Disclaimer of Liability**

- A. This policy will be posted on the Library's public website, and made available to any patron or staff member upon request.
- B. The District 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 are limited to those areas where patrons and/or staff have no reasonable expectation of privacy.
- C. Because cameras are not continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. Jackson County Library District is not responsible for loss of property or personal injury. Questions from the public may be directed to the Library Director.

### **Damages and Liability**

Any individual using the Library shall be held responsible for willful or accidental damage to Library property caused by the individual in accordance with the Library's Rules of Conduct.