

## Administrative Rules

Created: 8/24/11

### Rule 3.4 – Security Cameras

Approved: 9/12/11

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A. **Purpose:**

This policy sets out the framework within which the Deschutes Public Library System will use security cameras. The library will use security cameras to enhance the safety and security of library users, staff, and property, while protecting individuals' right to privacy.

B. **Objective:**

The security camera installation consists of dedicated cameras providing real-time surveillance through a central monitoring facility. The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders.

C. **Rules & Procedures:**

1. Video data is recorded and stored digitally on Digital Video Recorders equipped with onboard hard drive storage. The recorded data and DVRs are considered confidential and secure.
2. Both the recorders and recorded data are housed in a limited-access, controlled area. Staff shall have access on local DVRs and remotely via the library's LAN to live feeds in order to monitor activity at the library when security and safety is a concern. Only the following individuals are authorized to access the recorders and recorded archival data: managers, supervisors and staff as assigned.
3. Authorized individuals, with notice to the Library Director, may access or ask other staff to review recorded data in order to ascertain security concerns related to a specific incident.
4. Occasional spot checks of the recorded data will be made by the Director, Assistant Director or the Information Technology Manager to assure proper operation of the system and to review machine room access procedures. The frequency of viewing and the amount of video viewed at one time will be limited to the minimum needed to give assurance that the system is working and to verify compliance of machine room access policies.
5. Recordings shall be kept for approximately 7 days, unless required as part of an ongoing investigation. The storage media shall be kept in a secure area.
6. Authorized individuals 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.
7. For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon review by the Library Director or presentation of a valid court order.
8. Any such review by law enforcement will be with the knowledge and approval of the Director or his/her designee. In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by Oregon State law, the Deschutes Public Library System, and the American Library Association policies on confidentiality and privacy, including but not limited to the policy concerning confidentiality of personal identifiable information about library users.