

Video Surveillance Policy

The Scott County Library System has installed surveillance cameras to discourage violations of the Library's Behavior Policy, to assist staff in preventing the occurrence of any violations, to protect library resources, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. Security cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms.

The Scott County Library System values patron privacy and will adhere to the applicable federal, state, and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy.

Public Notice:

Signage shall be displayed when using cameras.

When an incident occurs on Library premises:

Video image recordings will be used to identify the person or persons responsible for violating the Library's Behavior Policy or committing a criminal act.

Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.

Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director.

Images may be shared with other Library staff to identify person(s).

Access to Digital Images:

The system will be secure and will only be viewed by those authorized to do so. The Library Director holds the authority to designate library staff members who may access camera footage. Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the video surveillance system.

Use/Disclosure of Video Records:

Video records may be used by individuals authorized under this policy or law enforcement to identify the person or persons responsible for violating Library policy or criminal activity on library property.

Video records may be shared with authorized library employees when appropriate or, upon approval by the Library Director, other library staff to identify person(s) seen violating Library policy or committing a criminal act.

Under certain circumstances, individuals authorized under this policy may use a still shot or selected portions of recorded data to request law enforcement review for investigating a crime on library property.

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

All requests for surveillance camera footage or still shots by law enforcement will be referred to the Library Director or designee.

In the event of a search warrant, which is executable immediately, the Library's Administration will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, the Library Administration shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, the library Administration shall insist any defect be remedied before releasing patron records which contain patron information.

Retention and Storage of Digital Images:

Images from the library video surveillance system are stored digitally until storage is filled to capacity.

General Public Requesting Access to Surveillance Camera Footage:

Library security camera recordings are public records and may be viewed upon receipt of an open records request. To the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential as provided in Iowa Code §22.7 (13).

Approved by the Board of Trustees

August 2013

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