

## **Carnegie-Evans Public Library**

**203 Benton Ave.**

**Albia, Iowa 52531**

**<https://www.albia.lib.ia.us>**

**1(641)932-2469**

### **Video Surveillance Policy**

Carnegie-Evans Public Library strives to take reasonable precautions to assure a safe and secure environment for its staff and patrons. Library staff is unable to provide direct supervision of all areas of the library and utilizes video surveillance cameras for the safety of its staff, patrons, and visitors. Video surveillance is placed at selected locations of the library and all areas of the library are subject to real-time monitoring and recording. Audio is not recorded. Signage shall be conspicuously posted in the library to notify the public of camera use. As outlined in Article VII of the *Library Bill of Rights* (ALA Council, adopted June 19, 1939 and as subsequently amended) and Iowa Code §22.7(13) video surveillance will not be used to divulge materials or library services used by individuals, unless required by law.

#### **Camera Locations and Monitoring**

- Cameras are installed in common areas of the library and around library grounds. This includes areas browsed by individuals for books and media, entrances of the building, all building elevations, the meeting room, and children's area.
- Cameras are NOT installed in restrooms or in any area that would record the interior of the restroom.
- Live camera footage is monitored by library staff as necessary. Library staff are not obligated to view footage in real time. The library assumes no obligation to record or maintain recordings, as the internal policies may change, proper functioning of equipment is not guaranteed and there may be areas where there is no video surveillance. Therefore, library staff and the public should continue appropriate precautions to maintain their safety and security of their personal property. The library is not responsible for the loss of property or personal injury.

#### **Storage and Use of Video Surveillance Footage and Imagery by Library**

- Video surveillance footage is retained according to internal policies for appropriate library operation.
- Video surveillance footage is subject to screen capture to record incidents and individuals involved. Screen captures may be retained according to internal policies for appropriate library operation.
- Incident reports may be completed by library staff and retained with video surveillance and screen captures according to internal policies for appropriate library operation.

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- If an incident warrants intervention by law enforcement, video surveillance and/or screen shots, without confidential information pursuant to Iowa Code §22.7(13), may be provided to law enforcement.

### **Access of Video Surveillance Footage and Imagery**

- Law Enforcement Agencies may obtain video surveillance footage and imagery upon presenting a Court Order or Subpoena to the library Director. If the library Director is unavailable, presentation may be made to administrative or supervisory staff designated by the library Director. A court order can be waived in the event of an emergency that may result in physical harm or public distress. The requesting law enforcement officer will be required to provide their name, agency, badge number, the nature of emergency, and the amount of surveillance footage needed.
- Viewing surveillance footage is not available for the general public due to confidentiality and privacy concerns. Investigations led by law enforcement with proper legal documentation (i.e. court order) which expresses the need for an individual from the general public to identify persons, objects, or situations on footage and imagery must be presented to the library director before allowance.

Surveillance cameras are a potential deterrent for any level of incident that may occur, however, it cannot prevent all incidents. Video surveillance footage is a resource for identifying offenders of the library Patron Conduct Policy and state and federal laws. The library is not responsible for the loss of property or personal injury.