

## **DeKalb Public Library Security Camera Policy**

Approved by The Board of Trustees 07/11/2012

The DeKalb Public Library uses security cameras to enhance the safety and security of library users, staff, and property; while protecting individuals' right to privacy. The primary use of security cameras is to discourage inappropriate and illegal behavior, and when necessary, recorded images from the library's cameras will be used to provide assistance to law enforcement officials for the purpose of prosecuting criminal activity.

Cameras are installed in selected interior and exterior locations where library users and staff would not have an expectation of privacy. Examples include common areas of the library such as entrances, near book and audio-visual collections, public seating, and outside courtyards. Cameras will not be installed in areas where members of the public and staff have a reasonable expectation of privacy, such as restrooms.

A sign is posted at the Library entrances informing the public that security cameras are in use.

Selected staff will have access to the real time monitors, although activity is only randomly monitored. Only the Library Director or her designee will have access to the archival material in pursuit of incidents of criminal activity or violation of the Library's Conduct Guidelines.

Images will be stored for up to 30 calendar days, unless required as part of an ongoing investigation. The storage media is kept in a secured area. As new images are recorded, the oldest images will be automatically deleted.