

## **DANIEL BOONE REGIONAL LIBRARY**

**SUBJECT: Video Security System**

**ADMIN 2-673**

### **BOARD**

**SECTION: 600 – Library Administration**

**Approved: 08/16/07**

**Reviewed: 02/11/10**

**Revised: 04/11/13**

**Revised: 08/13/15**

**Reviewed: 10/18/18**

### **POLICY**

The Daniel Boone Regional Library (DBRL) strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of library premises are equipped with video cameras that are recording at all times. The video security cameras will be positioned to record only those areas specified by the Executive Director, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Signage will be posted at library entrances disclosing this activity. Camera locations shall not be changed or added without the permission of the Executive Director. The video security system shall be used only for the protection and safety of patrons, employees, assets, property and library operations.

Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy, such as restrooms, employee break rooms or changing rooms.

Only the Executive Director, Associate Director, IT Manager, Branch Managers and other employees (“Authorized Employees”) and/or service providers designated by the Executive Director are authorized to operate the video security system. Access to video records shall be limited to Authorized Employees and service providers, when accompanied by an Authorized Employee, who shall only access such records during the course of their regular duties. Library employees and service providers are to review and comply with this policy and the guidelines promulgated in accordance with this policy. Such persons shall not violate any laws relevant to this policy (including, but not limited to, Section 565.250 RSMo. et seq., 18 U.S.C. § 1801 and Missouri common laws pertaining to privacy rights) in performing their duties and functions related to the video security system.

It is DBRL’s intent to retain all recorded images for approximately thirty (30) days. Images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Executive Director or other Authorized Employee. Any records produced by the video security system shall be kept in a secure, locked facility or manner, and managed appropriately by library staff to protect legal obligations and evidentiary values.

### **Use/Disclosure of Video Records:**

As of the date of the most current revision of this policy, video security is used only at the Columbia Public Library.

1. Video records may be used by DBRL to identify the person or persons responsible for DBRL policy violations, criminal activity, or actions considered disruptive to normal library operations.
2. Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws upon receipt of a subpoena, warrant or court order. Such requirements may, however, except as hereinafter provided, be waived by the Executive Director when appropriate. Video records of incidents can be retained and reviewed as long as considered necessary by the Executive Director. In the case of a video record which identifies a patron and is a "library record" under Section 182.815 RSMo, in the absence of patron consent, the Executive Director shall, as allowed by Section 182.817 RSMo, require a warrant or other court order issued upon a finding that the disclosure of such record is necessary to protect the public safety or to prosecute a crime. (See also DBRL Policy 2-672 Confidentiality of Patron Records.)
3. Video records of incidents can be retained and reviewed as long as considered necessary by the Executive Director.
4. Video records may be shared with Authorized Employees when appropriate or, upon approval by the Executive Director, other library staff in order to identify person(s) suspended from DBRL property and to maintain a safe, secure and policy-compliant environment.
5. Video records may be used, upon authorization by the Executive Director, as otherwise allowed by law.
6. Only the Executive Director or Executive Director's designee shall be authorized to release any video record to anyone other than an Authorized Employee, including, but not limited to, law enforcement personnel, media, patrons, and other persons.
7. Video records are closed records under Section 610.021 RSMo to the extent they relate to any of the exceptions listed therein, including but not limited to those set forth in subsections (1), (3), (13), (14), (19) and (20).
8. Video records shall not be used or disclosed other than as specifically authorized by this policy.