

Filming and photography are allowed only to the extent that it does not interfere with the delivery of library services, is not disruptive to library patrons or staff, and is consistent with the Library's mission. All parties involved in filming and photography are expected to follow the Library's Code of Conduct.

Any individual or entity taking video footage, photographs, or performing other audio or visual recording on Library grounds shall not do so in a manner that would impede any patrons, workers, or other visitors entering or exiting a Library building. Should such activity make ingress or egress impossible for any time, that individual will be given a verbal warning for trespassing. If such activity continues within 24 hours, a written trespass notice shall be provided and the police may be notified.

Amateur Filming & Photography

Casual amateur photography and video recording is permitted for patrons and visitors wanting a remembrance of their visit. The use of additional equipment such as lighting is not permitted.

News Media

The Library has an open-door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs, resources, and services.

Recording Meetings

Open public meetings may be audio and/or video recorded by attendees. No one is allowed to record, without prior permission from the Library, any meeting that is closed, as authorized by the Missouri Sunshine Law and the Library's Public Records & Retention Policy.

Security Cameras

The Library may use security cameras to preserve staff and patron safety, document violations of the library's conduct policies, provide supplemental information related to library incident reports, and, when necessary, provide relevant law enforcement agencies with assistance in prosecuting criminal activity.

Cameras may be installed in common public areas of the library such as entrances, parking lots, book stacks, service desks, public seating areas, and computing areas. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms.

It is the library's intent that live feeds from the cameras will not be routinely monitored. In addition, it is not the library's intent to use the camera system for training or employee performance documentation.

Security Camera Operational Guidelines

Cameras may be installed in library buildings as needed. Notice will be posted in a library location following installation of the camera system stating that activities at the facility are recorded by video cameras.

Staff and patron safety is the first priority in any threatening situation. The protection of library property from vandalism or theft is of secondary importance and is not the primary purpose for installation of cameras in the library.

Cass County Public Library considers viewing live images and searching for otherwise unobserved occurrences as highly unusual and should not be a routine activity. Such activity will only be undertaken following consultation and authorization from the Library Director or designee.

Library employees should tell anyone asking about archived images that, "recordings are made and retained for a limited period of time." Any additional questions should be directed to Library Director or designee.

Selected digital video (i.e. images supplementing an incident report) may be saved for as long as required.

Since images routinely capture individual library use and can be used to determine the specific use of library material by specific people, all stored images are considered "Library Records." Requests to view or to have copies of video images should be forwarded immediately to the Library Director or designee. That request will be acted upon as outlined in Revised Statutes of Missouri Chapter 182.917(2).

Stored digital video records may be used to provide tangible evidence as a means of identification and may be turned over to the police by the Library Director or their designee if the Library has filed a complaint or if directed by a court order.

Any further questions from the public concerning the cameras or recordings should be directed to the Library Director or designee.

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