

Digital Video Camera Operational Policy

Cameras will be used when needed to document violations of the library's conduct policies, to provide supplemental information pertaining to a library incident report, and, when necessary, to 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.

Operational Guidelines

Cameras may be installed in library buildings as needed.

Notice will be posted in library location following installation of the camera system with wording such as "Activities at this 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 a member of Senior Library Administration.

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.

Images will typically be stored in Administrative Offices up to 48 hours. As new images are recorded, the oldest images will be automatically deleted.

Selected digital video (ie. 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 RSMo Section 182.817(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 his/her 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.