

# Reading Public Library

## Security Camera Policy

Reviewed and Approved 11/20/2023

### Policy Statement:

The Reading Public Library strives to maintain a safe and secure environment for staff and patrons. In pursuit of this objective, selected areas of the library premises are equipped with video cameras. The library's video security system shall be used only for the protection and safety of patrons, employees, property, and to assist in law enforcement. The system is intended to complement and not replace other library security procedures.

### Definition:

The security camera system is a closed network of cameras utilized to capture images and transmit them for display on a limited number of monitors.

### Regulations:

1. Only the Director, security guard, or employees designated by the Director are authorized to access, review live or stored images, or operate the video security system. Still shots or portions of video may be shown to other staff members for security purposes.
2. Reasonable efforts shall be made to safeguard the privacy of patrons and employees.
3. With the exception of records retained for criminal, safety or security investigations, the library will only maintain a copy of recordings for a limited period.
4. The Director or his/her designee may use a still shot or portions of the recorded data to request law enforcement review for assessing a security risk or investigating a crime.
5. For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement. Only the Director or Director's designee will be authorized to release images to law enforcement.
6. The digital video recorder and recorded data shall be considered confidential and maintained in a secure manner.
7. Signage shall be posted to inform the public of the presence of security cameras.

### Policy History

Adopted 12/19/2016

Reviewed and Accepted 11/20/2017

Reviewed and Accepted 12/17/2018

Revised and Approved 12/16/2019

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