



## Security Camera Policy

Approved by the Library Board: November 13, 2019

# Security Camera Policy

Video recording cameras are used in public spaces of the Library to discourage criminal activity and violations of the Library's Rules of Conduct.

- Cameras are installed only in outdoor and indoor areas where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as entrances, seating areas, service desks, and shelving areas. Cameras are placed with the priority being public safety; protection of property is of secondary importance.
- Signs are posted at the front entrance informing the public and staff that security cameras are in use.
- Cameras cannot be continuously monitored, so the public and staff should take appropriate precautions for their safety and for the security of their personal property. The town of Los Gatos is not responsible for loss of property or personal injury.
- Recorded data is confidential and secured on controlled servers. Video recordings are overwritten every fourteen days unless they are pulled and stored as part of an investigation or disciplinary action.

## Use/Disclosure of Video Records

- Access to the archived footage in pursuit of reported or documented incidents of injury, criminal activity, or violations of the Library's Rules of Conduct is restricted to designated staff including, but not limited to, the Library Director, Library Management, Technical Services/IT staff, and the Los Gatos Monte Sereno Police Department.
- Video recordings and still photographs may be used by authorized individuals to analyze emergency or unusual incidents, and to identify those responsible for criminal activity or violations of the Library's Rules of Conduct.
- Those designated staff may also have access to real-time images, viewable on monitors placed in secure areas to ensure private access. The frequency of viewing and the amount of video viewed will be limited to the minimum needed to ascertain if footage is available relative to a specific incident, or to give assurance that the system is working.
- Access is allowed by law enforcement outside of the Los Gatos Monte Sereno Police Department when pursuant to a subpoena, court order, joint investigations with the Los Gatos Monte Sereno Police Department, or when otherwise required by law.
- Public access to video footage is not allowed without a lawful Order of the Court.