



Security Camera Policy

Policy Statement

The Shelby Township Library uses security cameras to improve the safety and security of library users and staff by discouraging violations of the *Patron Code of Conduct*, to assist library staff in preventing the occurrence of any violations, and, if necessary, to provide law enforcement assistance in addressing criminal activity.

Security Camera Guidelines

1. Video recording cameras will be used in public spaces of the library to discourage criminal activity and violations of the library's *Patron Code of Conduct*.
2. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include, but are not limited to, the exterior of the library building, parking lots, entrances, public common areas of the library, public seating or meeting areas, service desks, areas prone to theft or misconduct, and areas where money is stored or handled.
3. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy such as restrooms or private offices.
4. Cameras will not be installed for the purpose of monitoring staff performance and will not be used to monitor content viewed by patrons.
5. Signs will be posted at all entrances informing the public and staff that security cameras are in use.
6. Cameras will not be continuously monitored in real time. The public and staff should take appropriate precautions for their safety and for the security of their personal property. The Shelby Township Library is not responsible for personal injury or for loss of property.
7. Recorded data is confidential. Video recordings may be, but are not required to be, stored for 30 days. As new video or images are recorded, the oldest recordings will be deleted unless preservation is required by this policy or by law. At the instruction of the Library Director or the Director's designee(s), selected video recordings may be saved for as long as he or she determines is appropriate.
8. In order to make a determination as to the location and the use of the digital recording cameras, the first priority will be staff and patron safety; protection of library property is of secondary importance.



Use/Disclosure of Video Records

Authorization to view video recordings may be granted only by the Library Director or the Director's designee(s). The Library Director or other individuals authorized under this policy may use video records to identify the person or persons responsible for library policy violations, criminal activity, actions considered disruptive to normal library operations or violation of the *Patron Code of Conduct*.

The Library Director or the Director's designee(s) may share video records or stored images with authorized library employees if required or appropriate to identify any person suspended from library property and to maintain a safe, secure, and policy-compliant environment. The Library Director or Director's designee(s) will provide video records or other records of the library to law enforcement personnel consistent with the Library Privacy Act, MCL 397.601 et seq., other applicable rules, regulations and laws. Library records, as defined in the Library Privacy Act, including video recordings or records can be turned over to law enforcement without a court order if it shows no identifying records (as defined by the Library Privacy Act MCL 397.601 et seq.)

General Public Access to Security Camera Footage

Library privacy laws prohibit the library from allowing the public to view security camera records that contain any identifying records. The library will disclose video records as may be required by law or a court order.

Unauthorized Access or Disclosure

A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or potential privacy breach has a responsibility to immediately inform the Library Director.

Approved by Library Advisory Commission 01/18/2024

Adopted by Board of Trustees 02/06/2024