



West Lafayette Public Library

Subject: Security Camera Use

Effective Date: 5/10/2023

Authorized By: Board of Trustees

Review:

New

Revised

Revision History:

The West Lafayette Public Library (“the Library”) strives to offer a welcoming environment where the Library’s resources can be used in safety and comfort. Cameras are in use at the Library for the narrow purpose of enhancing the safety and security of the Library, its staff, customers, and property. The purpose of this policy is to establish guidelines for the placement and use of security cameras, as well as the access and retrieval of recorded images. Appropriate notice is posted at Library entrances to inform the public and staff that cameras are in use.

Security Camera Purpose and Placement Guidelines

- Security cameras will be used in public places both indoors and outdoors to document events involving the safety and security of patrons, staff, and Library property. Camera locations will be determined by the Director or the Library Board President or the Library Director’s designee.
- Cameras will not be installed or positioned where individuals have a reasonable expectation of privacy or to identify a person’s reading, viewing, or listening activities in the Library.
- Cameras are not continuously monitored and therefore individuals should continue to take appropriate precautions for their safety and for the security of their personal property.

Use and Disclosure of Video Records

- Digital records may be used to identify the person or persons responsible for Library policy violations, criminal activity, damage or destruction of Library property, or actions disruptive to normal Library operations.



- Data from the cameras is recorded and stored. Recorded data is considered confidential and secure. Access to recorded data is limited to the following Library officials: the Director, Library Board President, or the Director's designated appointees. Authorized individuals may review recorded data in order to identify those responsible for suspected Library policy violations or criminal activity on Library property.
- Digital security records are not to be used to identify the activities of individual Library patrons except as viewed in relation to suspected criminal activity, suspected violation of the Library's policies, or incidents where there is a reasonable basis to believe a claim may be made against the Library for civil liability. In the event of a suspected crime or incident, still shots or selected portions of the recorded data will be maintained until resolution of the specific incident.
- The Director or the Library Board President or the Library Director's designee may use a still shot or selected portions of recorded data to request law enforcement review of a specific individual or to investigate a crime on Library property.
- A copy of digital security data will be made available to law enforcement upon request and with the approval of the Director or the Library Board President or the Library Director's designee a limited specified time period. Recorded data will be accorded the same level of confidentiality and protection provided to Library users by Indiana state law and the Library's policies.
- Confidentiality and privacy issues prevent the Library from allowing the public to view security camera footage. If the Library receives a request from the general public to view the recorded camera footage, the public will be advised to file a police report.
- Video images are stored digitally and retained for approximately 30 days.
- Live viewing of data may occur to alert staff to customers in an unstaffed public area of the Library or in cases of suspected criminal activity.
- Recordings shall not be used or disclosed other than as specifically authorized by this policy. Staff who misuse this data will be subject to disciplinary action.