SECURITY CAMERA USE POLICY

The Augusta County Library brings people, information and ideas together to enrich lives, increase knowledge, and build community. To complete this mission, the Library must offer a welcoming, open atmosphere and provide a quiet, comfortable, and safe environment where people can use library facilities and collections for intended purposes to the maximum extent possible.

The Augusta County Library uses security cameras to enhance the safety and security of library users, staff, and property while protecting individuals' right to privacy. The primary use of security cameras is to discourage inappropriate and illegal behavior. When necessary, recorded images from the library's cameras will be used to provide assistance to law enforcement officials for the purpose of prosecuting criminal activity.

Cameras are installed in selected interior and exterior locations where library users and staff would not have an expectation of privacy. Examples include common areas of the library such as entrances, near book and audio-visual collections, public seating, and outside exits. Cameras will not be installed in restrooms. A sign is posted at the library entrances informing the public that security cameras are in use.

Authorized staff will have access to the real time monitors, although activity is only randomly monitored. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for security of their personal property. Neither the Augusta County Library nor the County of Augusta is responsible for loss of property or personal injury.

Only the Director or her designee along with law enforcement officers and Augusta County IT staff will have access to the archival material in pursuit of incidents of criminal activity or violation of the library's Behavior Policy.

Confidentiality/privacy issues prohibit the general public from viewing camera footage that contains patron information. If the Library receives a request from the general public to inspect security camera footage, they will be advised to contact the Augusta County Sheriff's Department.

Adopted by the Library Board 07/23/15