

## **Security Camera Policy**

### **Purpose:**

The Prairie du Chien Memorial Library uses security cameras in both outdoor and indoor areas to discourage violations of the library's rules of conduct, to assist library director in preventing the occurrence of any violations, and to provide law enforcement assistance in prosecuting criminal activity.

### **Availability of Footage:**

Recorded video footage will be made available to law enforcement and library staff for the purposes of enforcing library policy or investigating suspected criminal conduct and/or activity in accordance with Wis. Stat. 43.3. Access to live video footage and recorded video is available to the Director or if special permission is given to an on-duty staff member.

### **Duration of video:**

Video footage will be kept as long as server space allows up to 30 days at a time. As new footage is recorded, the oldest footage will be automatically deleted.

### **Privacy:**

Library security cameras record video images only. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as in restrooms and staff areas. Cameras are not positioned to identify a person's reading, viewing, or listening activities in or around the library. Signs are posted within the library indicating that the facility is monitored by security cameras.

A breach of this policy by library staff 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 a potential privacy breach has a responsibility to immediately report and inform the Library Director of the breach.

Approved by Library Board Trustees on January 23, 2024