

## Security Camera Policy

1. The Morton-James Public Library employs a video surveillance camera system to monitor activity inside and outside of the building.
2. The purpose of the video monitoring system is to deter unacceptable behavior, theft or destruction of library property to include all material collections, all electronic equipment, furniture, the interior and exterior of the building. The cameras continuously record 24 hours a day, 7 days a week.
3. Access to the security camera system and the recorded footage is limited to the director and staff of the Morton-James Public Library. All others must have approval from the library director or assistant director. If there is an issue in the library, law enforcement will be allowed to view the video with the library director or assistant director.
4. Information obtained through the security camera system will be used exclusively for security, disciplinary or law enforcement purposes. Video recordings are accumulated for a 30 day period of time. Screen shots will only be retained as part of an investigation.
5. Law enforcement must present a written request to obtain any recorded video. The request must provide that the recorded video is needed by law enforcement for an ongoing criminal investigation. Only the Library Director or Assistant Director may provide the information to the requesting officer. Refer to Nebraska State statute 84-712.05.

### **84-712.05 Records which may be withheld from the public; enumerated:**

The following records, unless publicly disclosed in an open court, open administrative proceeding, or open meeting or disclosed by a public entity pursuant to its duties, may be withheld from the public by the lawful custodian of the records:

(11) Records or portions of records kept by a publicly funded library which, when examined with or without other records, reveal the identity of any library patron using the library's materials or services;

6. Monitoring of individuals will not be based on characteristics of race, gender, ethnicity, sexual orientation, or disability.
7. Video monitoring is limited to uses that do not violate the standard of a “reasonable expectation to privacy” as defined by law.
8. The Morton-James Public Library has posted signage on the doors of the Morton-James Public Library that states, “Security Cameras in Use”.

Updated July 11, 2018