

Carroll County Public Library Security Camera Policy

The Carroll County Public Library enriches our community by providing unlimited opportunities for information, education, inspiration and imagination. 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.

Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of the Library's Behavior Policy, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. 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.

Procedures

- Cameras are installed at library locations on an as needed basis.
- Signs will be posted at Library entrances informing the public that security cameras are in use.
- Security cameras may be placed in both indoor and outdoor areas where security staff and designated Library staff can randomly monitor activity.
- Access to archived footage in pursuit of documented incidents of criminal activity or violation of the Library's Behavior Policy is restricted to designated staff: Branch Managers, Librarians-in-Charge (LIC), Security Staff, Library Administration, and Information Technology Staff.
- Access to archived footage may be granted to law enforcement officials to assist with an active investigation. A CCPL staff person will be present at all times.
- Designated staff as described above may have access to real-time monitors. Images will be viewed on desktop monitors placed in secure areas to ensure private access.
- Access to live feeds may be provided to law enforcement officials during an emergency situation within the library or in the library's service area.
- Security camera images will automatically record over themselves on an ongoing basis. Image records will not be maintained, provided no criminal activity or policy violation has occurred.
- In situations involving evicted patrons, stored still images may be shared with staff at all locations. Shared images may remain posted in restricted staff areas for the duration of the eviction period. After the eviction period ends, these images are archived with the eviction notice at Library Headquarters.
- Recordings may be subject to disclosure under the Maryland PIA.
- Policy questions will be directed to the Director, Assistant Director for Operations, or Information Technology Manager.

Guidelines

- Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. Carroll County Public Library is not responsible for loss of property or personal injury.
- Cameras will be installed in public spaces where individuals do not have a reasonable expectation of privacy. Examples include common areas of the library such as entrances,

book stacks, public seating areas, hallways, book drop areas, delivery areas and parking lots.

- Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as in restrooms.
- Images will typically be stored for an average period of 45 days.
- Cameras may be installed in areas that could assist law enforcement officials in documenting traffic accidents or other incidents unrelated to the Library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of a library building that not only document activity on Library property but also the sidewalk, public streets, and surrounding properties.
- The primary purpose of the installation of security cameras is to protect our patrons and property. However, staff should have no expectation of privacy regarding security camera footage and footage may be viewed anytime there is a suspicion or report of illegal or inappropriate behavior on the part of the staff member.
- Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.

This policy will be posted on the Carroll County Public Library's web site.

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