



Security Camera Policy

Kent Free Library strives to offer a welcoming environment where patrons and staff can use the library and its resources in safety and comfort. Security cameras are in use at the library to enhance the physical security of the library, its property, patrons, and staff. Cameras may also be used by the library to identify persons or behaviors which break the law or violate the library's Behavior Policy. The purpose of this policy is to establish guidelines for the placement and use of cameras, as well as the access and retrieval of video records.

Signs are posted at library entrances informing the public that security cameras are in use.

Security Camera Placement

Security cameras are positioned to record only those areas specified by the Director and will complement other measures to maintain a safe and secure environment. Camera placement shall not be changed or added without permission of the Director. Reasonable efforts are made to safeguard the privacy of library patrons and staff.

Cameras may be installed in locations where patrons and staff would not have an expectation of privacy and in areas that are prone to theft or misconduct. Examples include common areas of the library such as entrances, public seating, public computers, public meeting rooms, hallways, parking lots, delivery areas and near book, media, and other library collections.

Cameras will not be installed in areas where the public or staff have a reasonable expectation of privacy, such as restrooms, private offices or staff break rooms; nor are they positioned to identify a person's reading, viewing or listening activities in the library. Cameras are not installed for the purpose of monitoring staff performance and will not be used for the purpose of routine performance evaluations.

Cameras are not continuously monitored. Therefore, individuals should continue to take appropriate precautions for their safety and for the security of their personal property. Certain circumstances, including reports of policy violations, suspected criminal activity, or the destruction or theft of library assets or property, may require such monitoring to occur.

Access to Video Records

The Director and the Facilities Manager, in the course of their normal duties, shall monitor and operate the security camera system in cooperation with the Technology Coordinator. Only the Director and the Facilities Manager are authorized to access the video records in pursuit of incidents of criminal activity, litigation, or violations of the library's Behavior Policy.

Authorized individuals, with notice to the Director, may ask other staff to review video records to ascertain security concerns related to a specific incident. Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the security camera system.

Use and Disclosure of Video Records

- All requests for video records will be referred to the library Director or his/her designee.
- Video records may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.

- Video records may be shared, upon approval by the Director, with library staff to identify those suspended from library property in order to maintain a safe, secure and policy-compliant environment. In this instance, video records will be shared in a manner that is restricted for staff use only.
- Under certain circumstances, individuals authorized under this policy may use video records when requesting law enforcement review of a specific individual or for investigating a crime on library property.
- A copy of video records may be shared with law enforcement upon their request with the approval of the Director.
- Occasional spot checking of video records will occur to assure proper operation of the security equipment.
- Live viewing of security records may occur to alert staff to patrons violating the library's behavior policy or in cases of suspected criminal activity.
- Video records shall not be used or disclosed other than as specifically authorized by this policy.

Video records may be shared by authorized staff upon request by law enforcement for suspected criminal activity on library property during a limited and specified time period. The library's authorized users reserve the right to share video records with law enforcement for assistance in investigations involving criminal activity at the library, to identify a suspect violating library policies, or when an ongoing investigation is a security or safety risk to the library or its patrons and staff.

Requests for video records made by other agencies (law firms, insurance companies, etc.) investigating incidents at the library will be made available upon presentation of a valid court order or subpoena establishing probable cause to review the records.

Video records may contain personally identifiable information about an individual who has used any library service or borrowed any library materials ("patron information"), and will be accorded the same level of confidentiality and protection provided to library users by Ohio state law (including, but not limited to [ORC §149.432, "Releasing Library Record or Patron Information"](#)), Kent Free Library policies, and the American Library Association policies on confidentiality and privacy.

General Public Access to Video Records

Confidentiality and privacy issues prohibit the library from allowing the public to view security camera records. If the library receives a request from the general public to view video records, the public will be advised to file a police report.

Retention of Video Records

Video records are stored digitally and retained for approximately thirty (30) days. In the event of a suspected crime or incident, video records will be maintained until resolution of the specific incident, investigation, or litigation. As new video is recorded, the oldest recordings will be automatically deleted.

Unauthorized Access and/or Disclosure

A breach of this Policy may result in disciplinary action up to and including termination. Any library employee who becomes aware of unauthorized disclosure of a video record and/or a potential privacy breach has a responsibility to immediately inform the Director of the breach.

Approved by the Board of Trustees: February 17, 2022