



## **Security Camera Policy** Gates Public Library

### **Purpose**

The Gates Public Library uses security cameras to provide peace of mind to library patrons and staff by discouraging violations of the library's rules of conduct, to assist library staff in preventing the occurrence of any violations, and to provide law enforcement assistance in prosecuting criminal activity.

Because security cameras are not constantly monitored, staff and public should take appropriate precautions to safeguard their safety and personal property. The Gates Public Library is not responsible for loss of property or personal injury.

### **1. Availability of Footage**

Video footage will only be made available to law enforcement and library staff for the purposes of enforcing library policy or investigating a suspected crime.

### **2. Duration of Video Archive**

Video footage will be kept for 30 days.

### **3. Privacy**

Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as in restrooms.

Approved and Adopted: April 15, 2015

Revisions approved: May 22, 2024