

Video Surveillance Policy

The Towanda District Library strives to maintain the safety and security of its patrons, staff, and property. Security cameras are in use to discourage illegal behavior and violations of library policies and provide recorded footage to assist law enforcement in prosecuting criminal activity and staff in enforcing library policies. The purpose of this policy is to govern the location of security cameras, identify who may access live and recorded camera footage and for what purpose, provide guidelines for the retention of recorded footage, and protect individual privacy. Individuals on library property consent to the recording of security camera footage pursuant to the terms and conditions of this Policy.

Installation and Placement

- Cameras are installed at library locations on an as needed basis.
- Signs will be posted at Library entrances and other locations throughout the library 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.
- Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy.
- Installation and placement of cameras will be under the management and direct supervision of the Library Director.

Access

- Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the Library's rules of conduct is restricted to designated staff: Board of Trustees and the Library Director.
- Access is also allowed by law enforcement officials upon request or when pursuant to a subpoena, court order, or when otherwise required by law.
- Designated staff as described above may have access to real-time monitors.

Storage

- Video records will be maintained for approximately 30 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. These shall be retained for one year after the incident, provided no criminal activity or policy violation has occurred. In cases where criminal or civil litigation is involved, recordings will be kept until 30 days after final judgment.
- In situations involving patrons who have been banned from the premises, stored still images may be shared with all staff. Shared images may remain posted in

restricted staff areas for the duration of the banning period. After the banning period ends, these images may be archived for a limited period of time.

- Questions from the public may be directed to the Library Board of Trustees or the Library Director.

A copy of this policy may be shared with members of the public upon request. The policy is also posted on the Towanda District Library's official website.