

# Pine River Public Library District

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## Security Camera Policy

Pine River Library (PRL) is dedicated to protecting the rights and safety of patrons, volunteers, and staff while they enjoy a clean, safe, and comfortable environment. In pursuit of this objective, selected public areas of PRL's premises are under continuous video surveillance accessible to all staff. Security camera footage does not have sound.

- 1. Purpose of Security Cameras:** While it is recognized that video surveillance will not prevent all incidents, security cameras serve as a potential deterrent and as a means of identifying and prosecuting offenders. While adhering to applicable federal, state, and local laws concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy, PRL's video surveillance system will be used only for the identification of persons breaking the law or violating PRL's Code of Conduct, and for the protection and safety of patrons, employees, assets, and property.
- 2. Signage in Areas Under Camera Surveillance:** Notice of the use of security cameras will be posted at the entrances of the library so that visitors have reasonable and adequate warning that surveillance is or may be in operation.
- 3. Security Camera Locations:** Reasonable efforts will be made to safeguard the privacy of patrons, volunteers, and staff by installing security cameras in locations where there is no expectation of privacy; examples include common areas such as entrances, near book and media collections, public seating areas, programming spaces, and parking lots. Cameras will not be installed in areas where there is a reasonable expectation of privacy, such as restrooms.
- 4. Retention and Storage of Digital Images and Recordings:** Video recordings will be kept for a 60 days and automatically deleted as system storage capacity dictates. Video and digital images of incidents may be retained and reviewed for as long as considered necessary by PRL staff.
- 5. Requesting Access to Digital Images and Recordings:** Pursuant to Colorado Revised Statutes § 24-90-119, PRL is required to protect the privacy of all patrons. Confidentiality and privacy issues prohibit the public from accessing recordings which may contain personally identifiable information about patrons. Video footage will only be shared as required by law or as necessary for the reasonable operation of the Library at the discretion of the Library Director or designated staff. Designated staff will decide if immediate access to video footage is necessary in emergency situations.

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