

VIDEO SURVEILLANCE POLICY

Revised and Approved by the Board of Trustees – July 11, 2022

The Frankfort Community Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of the library premises are under video surveillance and recording. Signage will be posted at the library entrance at all times disclosing this activity.

Monitoring activity in the library is an essential part of our work. Watching activity through video surveillance is part of that. We do respect the privacy of our patrons. Ensuring the safe conduct of individuals in the library is not to be intrusive.

Images from the Library surveillance system are stored digitally on hardware in the Library. It is the intent of the Library to retain all recorded images for a minimum of 14 days, or until image capacity of the system is reached. Then, the oldest stored images will be automatically deleted by the system software to make room for new images. ~~Typically, images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Director or appropriate department head.~~

When an incident occurs on the Library premises:

- Video image recordings will be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
- Video recordings may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director.
- Images may be shared with other Library staff and volunteers to identify person(s) suspended from Library property and to maintain a safe and secure environment.
- Members of the public may be shown images if a manager determines there is a valid reason.
- While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect, and resource as a means of identifying and prosecuting offenders is considered worthwhile.