



VIDEO SURVEILLANCE POLICY

The purpose of video surveillance at Hamilton East Public Library is first and foremost the protection and the physical safety of the customers and employees of the Library. A secondary purpose is the protection of property and protection of the Library from potential liability.

No monitoring shall be done on the basis of race, color, religion, sex, age, national origin, veteran status, disability that can be reasonably accommodated, or any other basis prohibited by federal, state, or local law.

Video recordings shall be held as confidential Library records and shall be purged as soon as their purpose is served subject to any other applicable laws. In the event that any public law enforcement agency or security agency makes a request for recordings or recording equipment, the request shall immediately be referred to the Library Director or Assistant Director. The Library has the right to confer with legal counsel before complying with any such request and may exercise that option. If any such request is made, it is imperative that any and all material be preserved during the period that contact with counsel is being exercised, all subject to applicable law(s).

While the Library, as a public institution and employer, must reserve the right to use the surveillance system for additional purposes, in general it shall not be used to monitor individuals or groups of individuals unless there is reasonable cause to believe that there has been or may be a serious infraction of Library policies or procedures. In such cases, it will be presumed that an individual is behaving or performing correctly unless there is significant reason to demonstrate otherwise.

The surveillance system will also be used as a tool to determine things such as the amount of business at service desks, traffic flow, and other routine checks of conditions affecting the safety and operation of the buildings and grounds. If, in the use of the system in this manner, it becomes evident that there are likely serious policy violations as demonstrated in the behavior of personnel or members of the public, then the appropriate procedure will be followed.



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When there is a credible likelihood of imminent danger to persons or property, any staff member may request 1) the Facilities Manager, 2) the Systems Department Head, or 3) the Library Director to use the surveillance system as needed to thwart or document any such action.

Video recordings or printouts from them shall not be posted in any place without the written permission of the Director.

Approved by Hamilton East Public Library Board of Trustees