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| <b>Jessamine County Public Library<br/>Security Camera Policy</b> |                          |                           |
| Effective date: 08-18-2010  | Last revised: 08-17-2022 | Last reviewed: 08-17-2022 |

### **Policy Statement**

The Jessamine County Public Library (JCPL) will use digital video to enhance the safety and security of Library customers, staff, and property, while protecting the right to privacy. The primary use of security cameras is to discourage inappropriate and illegal behavior and to improve the opportunity to apprehend offenders.

Security cameras at Library facilities and grounds are limited to locations and uses that do not violate the reasonable expectation of privacy.

### **Public Notice**

The Library will post signs at public entrances to its facilities alerting customers of the use of security cameras for monitoring and recording activity at the Library facility.

### **Camera Locations**

In general, cameras are located to view service desks, exits, and other public areas.

### **Retention of Security Camera Images**

Images from the security camera system are stored digitally in a limited-access, controlled area of the Library. Given the limitations of the security camera system, as new images are recorded the oldest images are automatically deleted.

### **Use/Disclosure of Digital Images**

- Digital video monitoring and recording will be conducted in a manner consistent with applicable federal, state, and local laws and regulations.
- Digital images may be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
- Access to digital images is limited to persons with a need to know as authorized by the Executive or Assistant Director or President of the JCPL Board of Trustees.
- Digital images may be used to assist law enforcement agencies in accordance with applicable state and federal laws upon receipt of a court order (subpoena, warrant, etc.). Only the Executive or Assistant Director or President of the JCPL Board of Trustees shall be authorized to release digital images.
- Occasional spot checks of the recorded data will be made by the Executive Director or authorized staff to assure proper operation of the system.
- Digital images shall not be used or disclosed for reasons other than those specifically authorized by this Policy.