


POL-LIB-2017-06	Issue No: 1.0	October 27, 2016
Prepared by: Renee Payne Frankel	Page 1 of 2	Approved by: 
SECURITY CAMERA POLICY		

PURPOSE

The mission of Thomas Branigan Memorial Library (TBML) is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. This policy establishes guidelines for the placement and use of security cameras and retrieval of recorded video images.

POLICY


TBML strives to maintain a safe environment for staff and patrons by installing security cameras where needed to discourage violations of the Library’s *Behavior Policy*, to assist staff in preventing the occurrence of any violations and, when necessary, to provide law enforcement assistance in prosecuting criminal activity.

1. Signage, Camera Locations

- a. Signs will be posted at various locations in the Library informing the public that security cameras are in use.
- b. Security cameras may be placed in both indoor and outdoor areas where designated library staff can randomly monitor activity.
- c. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms or private offices. Nor are they positioned to identify a person’s reading, viewing, or listening activities in the library.
- d. TBML has no obligation to monitor the cameras in real time, 24 hours a day, seven days a week.
- e. Because security cameras are not constantly monitored, the public should take appropriate precautions for their safety and for the security of personal property. Neither TBML nor the City of Las Cruces is responsible for loss of property or personal injury.

2. Access to Security Camera Footage

- a. In pursuit of documented incidents of criminal activity or violation of the Library’s *Behavior Policy*, access is restricted to designated staff: Library Administrator, Library Managers and Supervisors and Library Administrative Assistant. Patron access to video footage is not allowed.
- b. Access to video footage is also allowed by police when pursuant to a subpoena, court order, or when otherwise required by law.
- c. Video recordings and photos obtained through the video monitoring system will be released as necessary or in response to search warrants, court orders, requests by the police for an active investigation, or to forestall the imminent escape of a suspect or destruction of evidence.
- d. Technical glitches are beyond the Library’s control and may result in recordings not being available.
- e. Recordings are retained by the City for 30 days. As new images are recorded, the oldest images will be automatically deleted. The length of time varies depending on the camera’s memory and recording length.

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- f. Video records will not be maintained, provided no criminal activity or policy violation has occurred.

3. Requests by the Public to Access Security Camera Footage

- a. Confidentiality/privacy issues prohibit the public from viewing camera footage.
- b. Requests from the public for copies of video footage will be directed to the Office of the Las Cruces City Clerk. The City Clerk will make the formal request to the Library to provide the information and will determine the fee schedule for copies.

UPDATES		
ISSUE	PAGE	DETAILS
1.0		Policy Creation

PEER REVIEW	
Title: Library Administrator Renee Payne Frankel	Title: Library Manager Catherine Christmann
Title: Library Manager Bonnie Hobbs	Title: Library Supervisor Elise Vidal
Title: Library Advisory Board, President Ellen Young	Title: Library Advisory Board, Vice President Jose Aranda
Title: Library Advisory Board, Secretary Susan Pinkerton	Title: Library Advisory Board, Friends Liaison Susan Fletcher
Title: Library Advisory Board, Member Sharon Shoemaker	Title: Library Advisory Board, Member Sue Patterson
Title: Library Advisory Board, Member Elsie Ramirez	Title: Library Assistant Senior Kelly Miller
Title: Library Assistant Senior Ryan Roy	