**Purpose**

The purpose of this policy is to establish guidelines for the placement and use of digital video cameras, as well as the access and retrieval of recorded digital video images at the branches of the Dixie Regional Library System.

Because library staff is unable to provide direct supervision over all areas within the library and library grounds, video security cameras may be placed at selected locations in order to observe and record visible activities of persons within the library and on library grounds in lieu of direct supervision.

**Privacy and Confidentiality**

Cameras will not be placed in areas where staff and public have a reasonable expectation of privacy, such as restrooms.

Cameras are not positioned to identify a person’s reading, viewing or listening activities. However, to the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential as provided in MS §39-3-365. Any inadvertent views of protected information shall be held in confidence by the library staff.

**Public Notice**

Signage shall be conspicuously displayed within the library advising of the recording of video images.

**Data Storage**

Cameras will record activities in real time and images will be saved to the camera server’s hard drive. Current software deletes the oldest images automatically as the capacity of the hard drive is reached.

In situations involving banned or barred patrons, stored images may be shared with all staff. Shared images may remain posted in restricted staff areas for the duration of the banishment.

Cameras will not be monitored continuously by library staff. Staff and public should take appropriate precautions for their safety and the security of personal property. The Dixie Regional Library System is not responsible for loss of property or public injury.

**Authority to Access Recorded Data**

The library director holds the authority to designate library staff members who may access video in real time or recorded formats. Generally, authority may be delegated to adult staff during hours of operation. In order to maintain cyber security, monitoring will be made available only in-house on library equipment.

**Law Enforcement**

All requests for viewing of real time or recorded imagery by law enforcement officials must be presented to the library director. If the library director is unavailable, such request shall be presented to the administrative or supervisory staff. Law enforcement may view recorded images unless such images include records protected by MS§39-3-365, in which case such records could be released only pursuant to valid court order.

In the event of a search warrant, which is executable immediately, library Administration will comply with the search warrant and consult with legal counsel.

Upon receipt of a subpoena or other court order, library Administration will consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, library Administration shall insist any defect be remedied before releasing records which contain patron information.

**Public Disclosure**

Requests for disclosure of recorded images by the general public shall be presented to the library director or the staff member designated to act in his/her stead. Such requests will follow guidelines outlined in the Public Records Policy in accordance with MS §25-61-1 to §25-61-11.

Adopted by DRLS Board, 05-07-2018