



Security Camera Policy

Security cameras are used to enhance the safety and security of library users and staff by discouraging violations of the Library's Patron Code of Conduct, to assist library staff in the prevention of such violations, and, when necessary, to provide law enforcement assistance in investigating criminal activity.

Security Camera Purpose & Placement

Video recording cameras will be placed in high use public areas of the library to discourage criminal activity and violations of the Library's Patron Code of Conduct. The recording of audio is restricted under the Electronic Communications Privacy Act and will not be used. Recorded data is confidential.

Signs will be posted at all entrances informing the public and staff that security cameras are in use.

Cameras may be installed in outdoor and indoor areas where individuals lack a reasonable expectation of privacy. Examples include public areas of the library, areas prone to theft or misconduct, or areas where money is handled. Cameras may not be installed in areas where individuals have a reasonable expectation of privacy, such as restrooms. Regarding the placement and use of security cameras, staff and patron safety is the first priority; protection of library property is of secondary importance.

Cameras are not installed for, nor will they be used for the purpose of routine staff evaluations.

Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. Neither the Logan Public Library nor the City of Logan is responsible for loss of property or personal injury.

Use & Disclosure of Video Records

Access to recorded footage in pursuit of documented incidents of injury, criminal activity, or violation of the Patron Code of Conduct is restricted to the Library Director, the Youth Services/Programming Librarian, and the Board of the Logan Public Library.

Access is also allowed by law enforcement when pursuant to a subpoena, court order, or when otherwise required by law. Video images will not be maintained, provided no criminal activity or policy violation has occurred or is being investigated.

Video records and still images may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations as delineated in the policies of the Logan Public Library.

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

Unauthorized Access and/or Disclosure

Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the library receives a request from the general public to inspect security camera footage they will be advised to file a police report.

A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Library Director of the breach.

A copy of this policy may be shared with any patron or staff member upon request & will be available on the website of the Logan Public Library.

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