

OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE

Name of Policy: **Public Safety Video Surveillance System**

Purpose: The Ottumwa Public Library utilizes security cameras at the entrances to the library. This policy provides guidance for the placement and monitoring of the video surveillance, as well as the storage and release of the captured images. The cameras are used to enhance the safety and security of the building, the library's materials and most importantly to library patrons and staff by discouraging violations of library policy and criminal activity.

Procedure:

1. Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of policy.
2. The Library Director or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.
3. Cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal or policy violation investigations and monitoring of activity around high-value or high-threat areas. The public safety video surveillance system may be useful for the following purposes:
 - To prevent, deter and identify criminal activity.
 - To respond to critical incidents.
 - To assist in identifying, apprehending and prosecuting offenders.
4. All downloaded media shall be stored in a secure cloud based server with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium in accordance with established evidence procedures as directed by the Ottumwa Police Department. All actions taken with respect to retention of media shall be appropriately documented.
5. There is a recording of all the footage of the cameras for a 30 day time period.
6. All recorded video images gathered by the public library video surveillance equipment are for the official use of the Ottumwa Public Library.

7. Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records, unless such images violate the confidential status of a patron's checked out materials.
8. Recordings that will be used in criminal investigations will be turned over to the Ottumwa Police Department. Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.
9. All requests for images must go through the library director. Requests for footage can be made, but will only be shared with law enforcement in an effort to investigate criminal activity against the library or patrons on library property. Freedom of Information Requests will be turned over to the City Clerk.

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By: Ottumwa Public Library Board of Trustees