

Garrett Public Library

Camera Surveillance Policy

The Garrett Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of the library premises are under continuous camera surveillance and recording. This policy is in force to deter public endangerment, vandalism, theft and mischief in unsupervised areas and to identify those individuals involved in such activity for law enforcement purposes.

Use of recordings will adhere to the applicable federal, state, and local law concerning the confidentiality of library records and the protection of individual privacy.

Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy. Surveillance cameras will not be used to identify a person's reading, viewing, or listening activities in the library.

Use/Disclosure of Video Records

Recordings may be used by library staff or law enforcement to identify the person or persons responsible for library policy violations, criminal activity on library property, actions considered disruptive to normal library operations or violations of the Library's Behavior Policy.

Recordings may be shared with authorized library employees when appropriate or, upon approval by the Director, other individuals, to maintain a safe, secure and policy-compliant environment.

Under certain circumstances, individuals authorized under this policy may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

Recordings shall not be used or disclosed other than as specifically authorized by this policy.

All requests for security camera footage or still shots by law enforcement will be referred to the Library Director. In the event of a search warrant, which is executable immediately, the library's staff will comply with the search warrant and consult with legal counsel.

Confidentiality/privacy issues prohibit the general public from viewing security camera footage.