

Sioux City Public Library Policy

Security Camera Policy

Board Approved: January 17, 2018

Library Mission: Creating opportunities for a lifetime of learning to empower and enrich our community.

Adopted by the Board of Trustees, June 2016

Security cameras are installed in the Sioux City Public Library to protect the safety and security of people, the building, and its contents, while protecting individuals' right to privacy. Only authorized Library staff may view recordings. Real-time monitors may be set up at public service desks at the discretion of the director.

Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. Neither the Sioux City Public Library or the City of Sioux City is responsible for loss of property or personal injury.

Privacy and Confidentiality

Video recording cameras will be used in public spaces of the Library to discourage criminal activity and violation of the Library's Conduct in the Library Policy. The recording of audio is restricted under the Electronic Communications Privacy Act and will not be used.

Cameras are installed indoors in places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the Library such as entrances, seating areas, services desks, and areas prone to theft or misconduct. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms or private offices.

Public Notice

Signs shall be conspicuously displayed within the library advising of the recording of video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.

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 images automatically at the end of 14 days. The Library is not obligated to store images past the 14-day limit.

Cameras will not be monitored continuously by library staff. Authorization to view stored images may be granted by the library director or his/her designee(s).

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 the operations manager, supervisory staff, and public service desk staff including librarian and library assistant staff during hours of operations.

Circumstances under which the designated staff may access images in real time include, but are not limited to, observation of areas beyond view from designated work stations for assurance of safety and security. Access to real time or recorded imagery is also authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets, or other activity that may be disruptive to library operations.

Law Enforcement

All requests for the 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 requests shall be presented to the administrative or supervisory staff designated by the library director to hold such authority. Law enforcement may view recorded images unless such images include records protected by Iowa Code § 22.7 (13), in which case such records would be released only pursuant to valid court order.

Public Disclosure

All requests for public disclosure of recorded images shall be presented to the library director or the administrative staff member designated to act in his/her stead. Guidelines for public disclosure of video imagery shall follow the procedures established by the library director in accordance with Iowa Code Chapter 22.