

## **Video Surveillance Policy**

Muncie Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected Library premises are under continuous camera surveillance and recording. Cameras will not be installed in areas where staff and patrons have a reasonable expectation of privacy.

Video image recordings and still shots may be used to identify the person or persons responsible for Library policy violations, criminal activity, or activity considered disruptive to normal Library operations.

Video recordings and still shots may be used to assist law enforcement agencies in accordance with applicable state and federal laws. All requests for camera footage or still shots will be referred to the Library Director or Assistant Director. In the event of a search warrant, which is executable immediately, Library staff will comply with the warrant and notify the Director at the earliest opportunity.

Recordings may be shared with authorized Library employees when appropriate or upon approval by the Director, or other Library staff to identify person(s) suspended from Library property, and to maintain a safe, secure, and policy-compliant environment.

Images may be shared with Library staff to identify person(s) suspended from Library property and to maintain a safe and secure environment.

Video records may be retained as long as considered necessary by the Library Director. Confidentiality/privacy issues prohibit the general public from viewing security camera footage.

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