



Video Security Camera Policy

Approved by the Lawrence Public Library Board of Trustees on 6/17/2024. Proposed review date: 6/2027.

The Library uses security cameras for the safety and security of library users and staff as well as to protect library assets and operations. Reasonable efforts will be made to safeguard the privacy of patrons and staff.

Patrons have the right to privacy and confidentiality with respect to information sought and received at the library. Nothing in this policy should be taken to abridge these rights. However, presence on library grounds is public and not protected.

Security Cameras

Cameras are installed in public spaces inside and outside of the Library, where patrons have no reasonable expectation of privacy, such as seating areas, stacks, computer areas, and lawn. They will not be installed where individuals have a reasonable expectation of privacy, such as in restrooms. Signage will be posted to inform library users that cameras are in use.

Live Viewing

Live monitoring of security camera feeds is limited to staff whose job duties require them to monitor public spaces. Security staff may continuously monitor all public areas.

Footage Retention and Review

Camera footage and still images connected with a security incident will be retained as needed to apply library security policies. All other footage and still images will be deleted after two weeks. Access to the footage is restricted to Library Director, director-appointed designees, Security Staff, and Security Camera System Administrators. Viewing should be in staff-only areas of the Library. Library staff will not provide camera footage or still images to any member of the public. In situations involving criminal activity, injury, or violation of the Library's Behavior Policy, stored images may be shared with staff library-wide.

The Library Director or designee may release a still image or portions of recorded footage to law enforcement when requesting their assistance to assess a security risk or investigate a crime on

Library grounds. Otherwise, requests for access by law enforcement agencies will only be allowed upon presentation of a valid subpoena or court order, or when otherwise required by law. All requests for access to footage must be referred to the Library Director or designee.