

# Security Camera Policy

The Lafayette Public Library enriches our community by bringing people, information and ideas together to inspire literacy, learning and discovery. In order to accomplish our mission the library strives to be a welcoming and safe facility.

## Purpose of Security Cameras

The purpose of the library's security camera system is to enhance the safety and security of library users, staff, and library property. This policy was created to deter public endangerment, vandalism, and mischief, while adhering to the applicable laws concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy.

The library's security camera system will be used only for the protection and safety of library visitors, employees, assets, and property, and to identify persons breaking the law or violating the library's [Code of Conduct](#).

## Public Notice: Signage

Signage will be posted at the library entrance at all times, informing the public that security cameras are in use.

## Security Camera Locations

Cameras may be installed in locations where individuals lack a reasonable expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating areas, public computers, 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. Nor are they positioned to identify a person's reading, viewing, or listening activities in the Library.

## Data Storage

Access to the archival footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Code of Conduct is restricted to designated Library staff and the City of Lafayette IT department. Cameras are

not continuously monitored. However, circumstances including reports of policy violations, suspected criminal activity, and destruction or theft of library resources may require such monitoring to occur. Footage from security cameras are stored digitally on hardware that is under the control of the City of Lafayette IT Department. Recorded data is confidential and secured in a controlled area. Recordings will typically be stored for no more than **180 days**, unless required as part of an ongoing investigation.

## **Access to Archived Footage**

Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the Library's Code of Conduct is restricted to designated staff: Library Administration and City of Lafayette Information Technology staff.

For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation to the Library Director of a valid court order or subpoena establishing probable cause to review the data.

## **Liability**

The Library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should take appropriate precautions for their own safety and for the safety of their personal property. This policy shall not impose any responsibility on the Library, its employees, or the city of Lafayette to protect against or prevent personal injury or loss of property.

## **General Public Requesting Access to Security Camera Footage**

Pursuant to state law C.R.S. 24-90-119, confidentiality/privacy issues prohibit the general public from viewing library security camera footage. There are very limited circumstances under which this information will be disclosed. If the Library receives a request from the general public to inspect security camera footage, the requestor will be advised as to whether they qualify for any of the listed exceptions. Images are subject to Colorado Open Records Act (CORA) § 24-72-200, et al.

## Privacy

In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by the Library's Privacy Policy\*\*, [Colorado State law](#), and the [American Library Association policies on confidentiality and privacy](#).

*(\*\*NOTE: Per ALA the library needs to formally adopt an official privacy policy—which should be incorporated here)*

\*Attorney reviewed policy approved by board 09/10/18