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Maryville Public Library Policy

Section D: PUBLIC ACCESS & SERVICES

Subject 800: Security Cameras, Page 1 of 1

Last reviewed/revised: 2016

Library Security Camera Policy

Maryville Public Library strives to provide a safe and secure environment for its patrons and staff, and to protect the property of the taxpaying public. In pursuit of this objective, selected areas of the library premises are equipped with video cameras that are recording at all times. The video security cameras will be positioned to record only those areas specified by the Director and the Executive Board of Trustees. The security camera system will complement other measures to maintain a safe and secure environment in compliance with library policies. Signage will be posted at the library's entrances disclosing this activity. Camera locations shall not be changed or added without the permission of the Director. The Library's video security system shall be used only for the protection and safety of patrons, employees, assets and property.

Privacy and confidentiality: Camera placement shall be determined by the Library Director and the Executive Board of Trustees. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms and employee break areas. Authorized staff and service providers are to review and comply with this Policy. Such persons shall not violate any laws relevant to this Policy, including, but not limited to, Section 565.250-253 RSMo. To the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential as provided in Section 182.817 RSMo. Only the Director or employees authorized by the Director will have access to real time images or recorded images.

Data storage: Cameras will record activities in real time and images will be saved to the camera server's hard drive, with the intention of retaining the images for no longer than 30 days, unless specifically authorized by the Director. Video footage recording incidents can be retained and reviewed as long as considered necessary by the Director. Typically, images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Director or another authorized employee. Any records produced by the video security system shall be kept in a secure manner, and managed appropriately by the library to protect legal obligations and evidentiary value.

Use/Disclosure of Video Records: Only the Director, Assistant to the Director, and other employees and/or service providers (accompanied by an authorized employee) designated by the Director are authorized to operate the video security system. Video records may be used to identify the person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations. Video records may be used to assist law enforcement agencies in accordance with applicable city, state and federal laws upon receipt of a subpoena or warrant. Only the Director and employees designated as person in charge shall be authorized to release any video recordings to law enforcement. Only the Director shall be authorized to release any video record to any third party other than law enforcement.

Video records may be viewed by authorized employees when appropriate or, upon approval by the Director, by library staff to identify person(s) banned from library property, or to assist the staff in maintaining a safe, secure and policy-compliant environment. Video records may be used, upon authorization by the Director, as otherwise allowed by law. Video records shall not be used or disclosed other than specifically authorized by this policy, as approved or amended by the Board of Directors.