

Poplar Bluff Municipal Library District

Video Surveillance Policy

April 2019

Approved April 1, 2019

Purpose

The Poplar Bluff Municipal Library District strives to maintain a safe and secure environment for the public and staff. In pursuit of this objective, selected public areas of the library are under continuous video surveillance and recording. This policy is in force to deter theft, vandalism, disturbances, and/or policy violations in unsupervised areas and to identify those individuals involved in such activity for law enforcement purposes.

Signage

Signage in Areas under Surveillance: The public will be notified using clearly worded signs prominently displayed at the main entrance and other areas library premises are under video surveillance. However, the absence of such signage will not affect the validity of or operation of the video surveillance system.

Security Camera Locations

Security Camera Locations: Reasonable efforts shall be made to safeguard the privacy of the public and staff. The video security cameras are positioned to record only those areas specified by the Library District, and complement other measures to maintain a safe and secure environment in compliance with library policies. Cameras may be installed in locations where the public and staff would not have an expectation of privacy. Examples include common areas of the library such as entrances, near book and media collections, public seating, computer areas, delivery areas, hallways, grounds, exits and parking lots. Cameras are not installed in areas where staff and public have a reasonable expectation of privacy nor to reveal the specific material which a person may elect to read, view or listen to while in the library.

Video Records

Use of Video Records: For purposes of this Policy, the term “video records” includes still shots, streaming live and recorded video and selected portions of recorded data.

Video records may be used by library staff or law enforcement personnel:

1. to identify, prosecute or take other action against the person or persons responsible for library policy violations, damage to library property, criminal

activity on or near library property or actions disruptive to normal library operations or

2. to identify and take action with respect to any person who had been previously suspended from or denied access to library property.

Video records may be used by library staff for the purpose of assessing risks or other problems and establishing new policies or rules and regulations relative to the operation and use of library and to maintain a safe and secure environment.

Video records may be used by law enforcement personnel for law enforcement purposes.

Disclosure of Video Records

Requests by Law Enforcement Personnel: All requests by law enforcement personnel for video records derived from use of surveillance cameras shall be referred to the Director, or if unavailable, to senior administrative staff, or the Board of Trustees. It is the policy of the Board that staff should, under typical circumstances, cooperate with law enforcement without need of further documentation or warrant. When presented with a search warrant, staff shall comply with such warrant.

Release Pursuant to Subpoena: Upon receipt of a subpoena seeking video records, the subpoena shall be immediately delivered to the Director, or if unavailable, to senior administrative staff, or the Board of Trustees. The Library District may consult with legal counsel, if necessary, and may request legal counsel to file a motion to quash the subpoena if there are questions about the propriety of releasing the records or the subpoena itself. The District shall comply with any validly-issued and served subpoena to the extent that the records sought have been retained and are available.

Requests from the Public: The District acknowledges that the video records may be covered by Missouri's "Sunshine Law". The District also acknowledges that there are exceptions to such law which preclude release or disclosure of the records. Upon receipt of any written Sunshine Law request for video records derived from use of surveillance cameras, the request shall be immediately forwarded to the Director, or if unavailable, to senior administrative staff, or the Board of Trustees. Legal Counsel shall be consulted to determine if the records sought are covered by the Sunshine Law and if such records are open or closed records. If the records are considered open records, they shall be made available in accordance with the Sunshine Law and upon proper payment of the appropriate fees.

Retention and Storage of Digital Images: Images from the library video security system are stored digitally on hardware in the library. All equipment and storage hardware shall be kept in a secure area to avoid access or tampering by unauthorized persons.

Logs showing access to and use of recorded data will be kept by any person accessing or using such data in order to provide a property audit trail.

Public Record Retention Schedule

The District acknowledges that the Public Record Retention Schedule promulgated by the Missouri Secretary of State (GS 088) requires that "Security Camera Video Recordings" must be retained for a minimum period of 30 days and for a longer period in the following cases:

"Managers should extract significant information involving criminal or other liability issues prior to deleting video/reusing tap. Extracted video must be maintained until administrative/judicial proceedings are complete."

Recordings will be kept in accordance with the Secretary of State's Record Retention requirements or the library's approved records retention schedule, whichever is longer.