

# Security Camera Policy



## **Purposes**

In order to provide a safe and secure setting for Lewiston City Library (“Library”) patrons, employees, volunteers, resources, and equipment, designated areas inside and outside the Library are equipped with security cameras that are recording when motion is detected. Security cameras will be used to assist Library employees in identifying individuals responsible for violating the Library’s policies and/or disrupting the Library’s operations. Further, security cameras will be used to assist law enforcement in the event that criminal activity occurs at the Library.

## **Locations of Security Cameras**

Security cameras are installed in certain public areas of the Library where individuals do not have a reasonable expectation of privacy, such as entrances, book stacks, stairways, and the rooftop gallery. Security cameras are not installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms. Per City of Lewiston Administrative Policy 2015-07, all Library employees are aware that they are being recorded by security cameras at the Library. Additionally, signs are posted at Library entrances informing patrons of the presence of security cameras at the Library.

## **Privacy and Access**

In order to protect Library patrons’ privacy, all efforts are made to avoid capturing private information that may be seen on computer screens, and no facial recognition software will be utilized within the security camera system. Images of library patrons will not be utilized to establish materials borrowed in accordance with the Lewiston City Library Confidentiality of Records Policy and the Library Bill of Rights.

The Library Director and designated Acting Director, if the Director is unavailable, will have access to security camera footage, both live and recorded, for the purposes discussed in this policy. If Library staff is asked by law enforcement to provide security camera footage, Library

staff shall refer the requester to the Director. Requests by law enforcement for security camera footage shall be reviewed by the Director to determine whether the Library's Confidential Library Records Policy applies to the requested security camera footage. In the event the Director determines the Library's Confidential Library records Policy applies to the requested security camera footage, then such Policy shall be followed. In the event the Director determines the Library's Confidential Library Records Policy does not apply to the requested security camera footage, then the Director shall provide such security camera footage to the requesting law enforcement agency for investigatory purposes.

### **Public Records and Retention**

Security camera footage are public records that may be subject to disclosure under the Idaho Public Records Act, as set forth in Idaho Code Title 74, Chapter 1. Public records requests for security camera footage will be processed in accordance with the Idaho Public Records Act and any applicable City of Lewiston policies and resolutions.

Security camera footage will be retained in accordance with the City of Lewiston Records Retention Policy and Schedule. As new recordings are created, the oldest recordings will automatically be deleted once the retention period has ended.

**This Policy was adopted by the Library Board of Trustees on March 17, 2021. Amended April 21, 2021.**