

## **Baker County Library District**

# Security Camera and Recordings Policy

### Purpose and Scope

Baker County Library District (BCLD) uses security camera systems to assist with protecting library resources and providing safety for library users and staff. BCLD also uses interactive communications technologies which capture audio and video to enhance efficiency and remote delivery of services. This policy establishes guidelines to ensure BCLD can maintain facilities that are safe and secure for patrons, staff, and library property while safeguarding individual privacy and ensuring compliance with applicable laws and ethical standards.

This policy applies to all systems of video surveillance and interactive video communications operated by the library which record images and/or audio of activity on and around library premises.

### Camera Placement and Operation

Cameras are installed in key vantage points of the library premises to facilitate operations and services, and to enhance visibility and oversight of the premises both in real-time, and by review of recordings as needed for investigations related to accidents, disputes, policy violations or illegal activities. Camera systems may record both video and audio. Cameras will not be placed in areas where there is a reasonable expectation of privacy, such as restrooms or employee break rooms. Camera placement is determined by the Library Director, and adjustments or new installations require approval.

### Public Notification

For public awareness, BCLD posts clear signage notifying patrons of active recording systems in all areas monitored by cameras, including areas where video chat or doorbell camera systems are in use. Copies of this policy are available to patrons upon request and on the district website.

### Access and Use of Recorded Files

Access to live and recorded footage is restricted to authorized personnel, including:

- The Library Director and their designees.
- Library employees with authorization and training.
- Contractors authorized for system maintenance and repairs.

Footage may be used for:

- Resolving disputes and enhancing operational safety.
- Investigating the cause of accidents, or property damage or loss.
- Identifying individuals responsible for policy violations, criminal acts, or disruptive behavior.
- Assisting law enforcement in investigations related to criminal activities, provided such requests comply with applicable laws and privacy policies.
- Supporting staff in maintaining a safe environment by identifying individuals suspended from library property.
- Enhancing remote delivery and efficiency of library services through interactive video communications, such as video chat or video doorbell systems.

## Confidentiality and Disclosure

Access to camera feed records (live or recorded) is generally considered exempt from public disclosure as the recordings may reveal sensitive information about the district's security measures or an identifiable individual's use of a specific library material. These records are handled in compliance with Oregon Revised Statutes\*, the BCLD Privacy & Confidentiality Policy, and applicable laws governing patron confidentiality.

Disclosure guidelines:

- Recordings and image files will not be disclosed to the public on demand.
- Recordings obtained from interactive technology systems will be handled with the same level of confidentiality and security as surveillance files.
- Members of the public seeking access to any recordings must be referred to the library administration for review and compliance with legal standards.
- In general, external parties will be required to make a formal request for access to footage through law enforcement or present a lawfully-issued subpoena.
- Requests for recording files from law enforcement or third party legal representatives are referred to the Library Director or designee.

## Retention and Storage of Footage

Recording files are stored digitally on secure local hardware or authorized cloud servers. Footage is retained for as long as system memory capacity allows for up to 180 days unless flagged for further investigation due to a specific incident. Footage related to ongoing investigations or legal proceedings may be retained longer as necessary.

## Appeals and Review Process

The Library Director has the authority to make decisions regarding the security camera system and may waive certain regulations in specific circumstances, such as emergency situations. Individuals wishing to appeal decisions or request exceptions must submit their requests in writing to the Library Director, who will respond in writing. This policy will be formally reviewed at least every five years.

## Tampering with Camera Systems

Unauthorized movement of cameras, attempt to disable cameras, or other tampering is considered a severe violation of the BCLD Code of Conduct and may result in library use restriction and/or billings for damages at the discretion of the Library Director.

## Disclaimer of Liability

BCLD disclaims any liability for the use of footage in accordance with this policy.

## Policy Review History

- Approved by the Board of Directors: Nov 2009
- Last Revised: Feb 2017
- Current Revision: Jan 2025

\*ORS 192.355(23), 192.345(23)