

ECRL Security Audio-Visual Policy

Approved by East Central Regional Library Board, 15 December 2008

East Central Regional Library (ECRL) strives to provide library patrons and staff with a safe and secure environment. If security AV equipment is engaged to that end, the following guidelines/policies should be observed:

Notification

- A sign shall be posted near the entrance notifying those entering that AV security tools are present.

Placement – the following are recommendations for placement. Actual placement of monitoring equipment will be dependent on facility.

- Visual
 1. Front entrance (on inside looking outward).
 2. Above and behind circulation staff, facing patron, far enough away so that images/data on computer screen are not readable.
 3. Children's area
 4. Teen area
 5. Outside of restroom doors (allowing for a "reasonable expectation of privacy" as defined by law).
 6. Every exit
 7. Emergency exits (looking at door from outside).
- Audio
 1. With respect to safeguarding confidentiality of patron communication, capture of audio data is not recommended.
- AV equipment locations shall not be changed or added without the permission of the ECRL library director.

Collection of AV data

- 24 hours a day.
- Retained for 30 days and then recorded over.

Access to AV data

- All requests to view AV data must be made to the ECRL library director.
- Only those authorized by the ECRL library director may review the AV data.
- Patrons CANNOT review AV data without permission of the East Central Regional Library Director.
- AV data may be used to assist law enforcement agencies through a legal subpoena or warrant and in accordance with local, state, and federal laws.
- Transfer of AV data (e.g., "burning to CD") shall be done only with the approval of the ECRL library director and only by authorized personnel.

Security Audio-Visual tools shall not be considered replacing staff awareness or other security measures.