VIDEO SURVEILLANCE POLICY

Purpose

The North Sioux City Community Library is committed to providing a safe, welcoming, and secure environment for patrons, staff, and visitors. Video surveillance is used as a security measure to help protect library property, deter unlawful activity, and assist with incident review when necessary.

This policy establishes the appropriate use, access, and limitations of video surveillance in accordance with South Dakota law, library confidentiality standards, and best practices for public libraries.

Scope

This policy applies to all video surveillance equipment operated by the North Sioux City Community Library, including cameras located in public areas of the library building and exterior grounds.

Use of Video Surveillance

Video cameras may be used for the following purposes:

- Enhancing the safety and security of patrons and staff
- Protecting library facilities, collections, and equipment
- Assisting library administration and law enforcement in the investigation of incidents involving theft, vandalism, or threats to safety

Video surveillance is **not** used for routine monitoring of patron behavior or staff performance.

Locations of Cameras

Cameras may be installed in public areas such as:

- Entrances and exits
- Service desks
- Public spaces and common areas
- Exterior building areas

Cameras are **not** placed in areas where individuals have a reasonable expectation of privacy, including but not limited to:

- Restrooms
- Private offices
- Meeting rooms during private use

Confidentiality and Patron Privacy

The Library recognizes that patron privacy is a core value of library service.

- Video surveillance recordings are considered **confidential internal records**.

- Footage is not considered a public record for general release.
- Video recordings are handled in a manner consistent with South Dakota confidentiality statutes and American Library Association guidelines.

Circulation Records and Checkout Verification

The North Sioux City Community Library maintains official circulation records through its integrated library system.

Video surveillance footage is not used to verify, dispute, or provide proof of material checkouts.

- The library does **not** review or release video footage to determine whether a patron or family member checked out an item.
- **Circulation system records are the sole and official documentation used to verify borrowing responsibility.**
- Patrons are responsible for materials checked out on their library account in accordance with library policy.

Requests for video footage to prove or disprove responsibility for borrowed materials will be respectfully denied.

Access to Video Footage

Access to live or recorded video is restricted to:

- The Library Director
- Authorized City officials when acting within their duties
- Law enforcement agencies with appropriate legal authority

Library staff may not access or review footage unless directed by the Library Director.

Release of Video Footage

Video footage will **not** be released to the public, including patrons, for purposes such as:

- Proof of checkout or return
- Verification of library account activity
- Personal review requests

Footage may only be released under the following circumstances:

- Pursuant to a subpoena, court order, or lawful request from law enforcement
- When required by applicable state or federal law
- As needed for risk management purposes

Retention of Recordings

- Video recordings are retained for a limited period, typically no longer than **30 days**, unless required for documentation of incident for risk management or an active investigation.

- Recordings are automatically overwritten or securely deleted in accordance with library and city retention practices.

Signage and Notice
The Library provides public notice that video surveillance is in use through posted signage at library entrances and other appropriate locations.

Policy Review
This policy shall be reviewed periodically by the Library Director and Library Board of Trustees to ensure continued compliance with state law, accreditation standards, and best practices.

Approved by the North Sioux City Community Library Board of Trustees:
Date: _____03/26_____