SECURITY CAMERA POLICY

I. Purpose

The purpose of security cameras is to enhance the safety and security of the Roseville Public Library ("Library"), residents, staff, and property. The Library strives to take reasonable precautions to assure a safe and secure environment for its residents and staff. Because Library staff is unable to provide direct supervision over all areas within the Library and Library grounds, security cameras have been placed at selected locations to observe and record images of activities of persons in the Library and on Library grounds. Security cameras are also provided to assist the Library with enforcement of the Library's Patron Behavior Policy.

II. Signs

Signs will be posted at the Library entrances, informing the public that security cameras are in use.

III. Data Captured

The security cameras only capture video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.

IV. Security Camera Locations

Security cameras may be installed in locations where individuals lack a reasonable expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating areas, public computers, and areas prone to theft or misconduct.

Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices.

V. Security

The Library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

VI. Surveillance Footage

Recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having

requested or lawfully obtained specific services, materials, or information resources from a Library are not considered a "Library Record" (as defined by the Michigan Library Privacy Act) and may be disclosed. Images may have to be blurred or redacted prior to release. The Library Director or his/her designee will determine whether the images can be disclosed without a court order or written consent, including whether to require a Freedom of Information Act Request. The surveillance videos shall be kept according to the Library's Record Retention Policy of 30 days.

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