

## **Cedar Falls Public Library SECURITY CAMERA POLICY**

The Cedar Falls Public Library takes reasonable precautions to assure a safe and secure environment for its patrons and staff. Security cameras are used where needed to discourage violations of the Library's Behavior Policy (<https://cedarfallslibrary.org/wp-content/uploads/2018/06/cfpl-policies-library-behavior.pdf>), to assist library staff in preventing the occurrence of any violations, to protect library resources, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video footage at the Cedar Falls Public Library.

The Cedar Falls Public Library values patron privacy. A goal of the Library is to maintain appropriate confidentiality of its patrons while protecting the public through cooperation with law enforcement when life is at risk. This policy should be interpreted with the understanding that the image of a person on library property is not protected, but anything that would identify information accessed by a library user is protected and held private.

### **LIBRARY PRACTICES**

The Library will post signage at the entrances indicating that security cameras are in use.

Interior camera placement will be determined by the Library Director or his/her designee. Exterior camera placement will be determined by City staff.

Cameras will not be placed in areas where there is a reasonable expectation of privacy or in areas prohibited by Iowa Code, such as restrooms.

Cameras will not be monitored continuously by library staff. Cameras will not monitor or record audio. Because cameras are not constantly monitored, patrons and staff should take appropriate precautions for their safety and for the security of personal property. The use of security cameras is not intended to nor should it be interpreted by patrons or staff as any type of representation or guarantee regarding personal safety or security of personal property.

The Library Director holds the authority to designate library staff members who may access security camera footage. Designated staff may use live surveillance, still shots, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime or injury on Library property, to consult with law enforcement officials, to validate policy violations, to alert staff to banned or disruptive individuals, or to address internal security, safety, or operational concerns. In the discharge of such duties, designated staff members may use identification data available in the Library's user database to identify individuals whose images appear on security camera footage.

The Library Director may authorize the release of security camera imagery at his or her discretion, provided it does not contain information that must remain confidential under Iowa law. Footage that is saved or shared may be destroyed when no longer useful; however, footage that becomes part of an official record will become the responsibility of the appropriate authority for the duration of the applicable record retention period.

Interior library camera footage will be retained for up to thirty days or until storage is filled to capacity, whichever occurs first.

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### **CONFIDENTIALITY**

Any footage that includes identifiable persons using or checking out identifiable library resources or identifiable information shall be treated as confidential to the extent provided in Iowa Code 22.7(13) (<https://www.legis.iowa.gov/docs/code/22.7.pdf>).

Only designated library staff may view real-time or recorded footage to determine if it contains protected information. Any inadvertent views of protected information shall be held in confidence by library staff in accordance with the Library's Confidentiality Policy (<https://cedarfallslibrary.org/wp-content/uploads/2018/06/cfpl-policies-confidentiality.pdf>).

Footage that includes records protected by Iowa Code 22.7 (<https://www.legis.iowa.gov/docs/code/22.7.pdf>) will not be released without a valid search warrant or court order, or as otherwise authorized by law.

### **REQUESTS FOR ACCESS TO SECURITY CAMERA FOOTAGE**

All requests to view or obtain interior security camera footage must be presented in writing to the Library Director. If the Library Director is unavailable, such requests must be presented to a designated member of staff. Any camera footage provided to law enforcement or other external persons or agencies will be with the knowledge and authorization of the Library Director, when practicable. Guidelines for public disclosure of security camera imagery shall follow the procedures established by the Library Director in accordance with Iowa Code Chapter 22.

If recorded footage includes records protected by Iowa Code 22.7(13), authorized staff will provide access to criminal or juvenile justice agencies when pursuant to a valid search warrant, subpoena or court order, or when otherwise required by law. Authorized staff will consult with legal counsel to determine if release of the requested footage is permitted by law.

Requests for exterior camera footage must be presented to the City of Cedar Falls Director of Public Safety.

Adopted 09/04/2019; Reviewed 11/02/2022