



## Crawford County Public Library

203 Indiana Ave.  
English, IN 47118

Tracy Underhill, Library Director

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### Security Cameras Policy

The Crawford County Public Library has security cameras to provide peace of mind to library patrons and staff by discouraging violations of the Patron Behavior Policy, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

#### Patron Expectations

- Cameras will be installed within and outside the library on an as needed basis.
- Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as restrooms.
- Signs will be posted at entrances informing the public that security cameras are in use.
- Because security cameras are not always monitored in real time, staff and the public should take appropriate precautions for their safety and for the security of personal property. The Crawford County Public Library is not responsible for loss or damage of personal property.

#### Access to Recordings

- Access to the footage in pursuit of documented incidents of criminal activity or a violation of the Patron Behavior Policy is restricted to the Director, appointed library staff and Library Trustees. Patron access video footage is not allowed. If patrons request the viewing of security camera footage, they will be advised to file a police report.
- Access is allowed when pursuant to a subpoena, court order or when requested by law enforcement officials. In the case of a request from a law enforcement official, the Director must be notified. If the Director is unavailable, the Library Board Trustee President will be contacted.
- Video records will be maintained for 30 to 45 days, depending on the storage capacity of the recording equipment.
- In situations involving banned patrons, stored still images may be shared with all staff for identification purposes.
- In the event of a search warrant, the library will comply with the search warrant and consult with legal counsel if necessary.

Adopted 5/31/16