

Security Monitoring Policy

The Marshalltown Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, the library is equipped with security cameras. The library's video security system shall be used for the protection and safety of patrons, employees, assets, and property, and to assist law enforcement officials in accordance with applicable laws.

A multi-lingual sign will be posted at the building entrance disclosing this activity. Neither the city, the library, nor its employees shall be liable for actions that occur within the camera's field of view. Cameras are set to record images continuously but will likely only be examined in the event of a security or safety related incident.

Security cameras assist in the protection and safety of patrons and staff by allowing viewing and/or recording of video images for the detection, assessment and deterrence of behavior that violates the Marshalltown Appropriate Behavior Policy.

Security cameras assist in the protection materials from damage, demolition or theft; document activity; and help ensure authorized use of library equipment and materials.

Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Security cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy. Security cameras are positioned to record only those areas specified by the library director, and complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed, removed or added without the permission of the library director.

Cameras are not intended to be used to monitor individual employee work performance. However, with prior employee notification, an employee work area may be recorded for work-related purpose, such as to study a work process.

Only the library director or designees are authorized to operate the video security system. Access to video records shall be limited to authorized employees, who shall access such records only as appropriate during the course of their assigned duties.

Any images retained from the library's security system are stored digitally on the library DVR's Hard Disc Drive. It is the intent of the library to retain all recorded images for approximately 5-7 days. Images will be erased after that time unless an incident occurs that requires retaining the video record longer. Video records of incidents may be retained and reviewed as long as considered necessary by the library director. Any records produced by the video security system shall be kept in a secure manner and managed appropriately by the library to protect legal obligations.

Use and Disclosure of Video Records:

- Video records may be used to identify a person or persons responsible for library policy violations, criminal activity or actions considered disruptive to normal library operations.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video records may be used as otherwise allowed by law upon authorization by the library director. Video records are subject to the Iowa State Public Records Law.
- Only the library director and designees shall be authorized to release video records to law enforcement.

No one should assume that the presence of a security video system at library facilities guarantees safety for persons or property at any time nor should they assume that all cameras will be functioning properly at all times. Rather, it is one more tool in the library's continuing efforts to increase security and safety.