



Pioneer Library System Policies

VIDEO SURVEILLANCE POLICY

Guidelines for Use

This policy establishes rules, procedures and guidelines for the use of video surveillance systems in the public areas throughout the Pioneer Library System. Video surveillance systems are to be used as an aid to on-duty security officers and library staff in monitoring the overall security of the library for the purpose of protecting library property and for the safety and security of library staff and customers.

Public Notice of Video Surveillance System

In libraries where a video surveillance system is installed, small placards indicating the use of video surveillance within the facility will be posted. The placards will note the use of video surveillance as well as contact information for those wishing more information about the camera system.

Storage of Recorded Video Footage

As a general rule, recorded video footage will be retained for 30 days unless there is evidentiary or other documented value which justifies longer storage. Any decision to retain recorded footage past the 30 day time period will be specifically documented and subsequently reviewed by the Director of the Pioneer Library System. Access to stored video footage will be restricted to those designated by the Director of the Pioneer Library System.

Training For Those With Access To the Surveillance System

In order to safeguard information contained in video footage, PLS will implement the following safeguards:

- Restricted physical access to the facilities – such as control rooms, databases, or cameras – will be limited to authorized and screened personnel.
- Personnel authorized to have such access will undergo a training program covering both the technical operation of and applicable rules regarding the system, including a discussion of sanctions for misuse or abuse.
- Administrative rules will govern how operators use various system capabilities. For instance, use of zoom or manual pan and tilt features pursuant to established “triggering” events and situations.
- Notification that personnel failing to comply with rules regulating the operation of a video surveillance system will face sanctions, including disciplinary action.

**PLS Board Approved
February 24, 2009**