

Ruthven Public Library

1301 Gowrie Street
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Ruthven, IA 51358-0280

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Ruthven Public Library Security Cameras

Philosophy

Ruthven Public Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because library staff is unable to provide direct supervision over all areas within the library and library grounds, video security cameras have been placed at selected locations in order to observe and record visible activities of persons within the library and library grounds in lieu of direct supervision.

The purpose of this policy is to establish guidelines for the placement and use of digital video cameras and still photographs, as well as the access and retrieval of recorded digital video images and still photographs at the Ruthven Public Library. Video monitoring and recording will be conducted in a manner consistent with all existing federal, state, local and applicable laws and ordinances concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy.

Privacy and Confidentiality

Camera placement shall be determined by the library director or his/her designee. Reasonable efforts will be made to safeguard the privacy of customers and employees. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as toilet areas within restrooms, nor will they be positioned to identify a person's reading, viewing or listening activities in the library.

To the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential as provided in Iowa Code § 22.7 (13). Only designated library staff may view real time images or screen recorded images for potential breach of confidentiality. Any inadvertent views of protected information shall be treated as all patron transactions are treated and held in confidence by the library staff under the library's confidentiality policy.

Public Notice

Signage shall be conspicuously displayed within the library advising of the recording of video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.

Data Storage

Cameras will record activities in real time and images will be saved to the camera server's hard drive. The capacity of the storage system will determine the length of time images are stored. Security camera footage will be kept confidential and security recording equipment is housed in a locked area. Logs will be kept of all instances of access to, and use of, recorded data to enable a proper audit trail. Some video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director (Iowa Code § 22.7). Cameras will not be monitored continuously by library staff.

Authority to Access Recorded Data

Per Iowa Code § 22.7 (13) the library director holds the authority to designate library staff members who may access video in real time or recorded formats. Generally, authority may be delegated to the assistant director (and library assistant staff if appropriate) during hours of operation.

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Circumstances under which designated staff may access images in real time include, but are not limited to, observation of areas beyond view from designated work stations for assurance of safety and security. Access to real time or recorded imagery is also authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets, or other activity that may be disruptive to library operations.

As the lawful custodians of confidential records (Iowa Code § 22.7 (13)), only the library director and designated staff are authorized to access the recorded archival data in pursuit of incidents of criminal activity, litigation, or violation of the Library Code of Conduct. Authorized individuals, with notice to the director, may ask other staff to review recorded data to ascertain security concerns related to a specific incident.

Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the video security system.

Library employees are to review and comply with this policy.

Dealing with a Breach of Privacy

Once a privacy breach has occurred (loss, theft, or inadvertent disclosure of personal information) immediate action must be taken to control the situation. Identify the scope of the breach and take steps to contain the damage, (e.g. retrieve copies of recorded information, determine if unauthorized access to an electronic system has occurred, etc).

First steps are to ensure that the Library Director and appropriate staff are notified immediately of the breach. If applicable, notify individuals whose personal information has been disclosed. Conduct an internal investigation into the matter, report on the findings and quickly implement any recommendation. The objectives of this investigation should include: A review of the circumstances surrounding the event as well as the adequacy of existing policies and procedures in protecting personal information. Try to resolve a complainant's concerns informally at the onset of the breach or complaint.

Law Enforcement

All requests for the viewing of real time or recorded imagery by law enforcement officials must be presented to the library director. If the library director is unavailable, such requests shall be presented to the designated staff authorized to hold such authority. Law enforcement may view recorded images unless such images include records protected by Iowa Code § 22.7 (13) in which case such records would be released only pursuant to a valid court order.

Public Disclosure

All requests for public disclosure of recorded images shall be presented to the library director or the administrative staff member designated to act in his/her stead. Guidelines for public disclosure of video imagery shall follow the procedures established by the library director in accordance with Iowa Code Chapter 22.

Adopted: June 17, 2017

Next Review: June, 2020