

## POUDRE RIVER PUBLIC LIBRARY DISTRICT AGENDA ITEM SUMMARY

Name of Requestor: Jean Bosch and Ken Draves  
Appearance Date: September 12, 2016  
Time Required: 10 minutes  
Date Decision Needed: October 10, 2016

**Agenda Item:**

**IX. NEW BUSINESS**  
**c. Security Camera Policy**

**Objective:** Initial review of Security Camera policy for anticipated Board approval in October

**Situation:**

A new Security Camera policy is before the Board for review. An increasing number of safety- and security-related incidents have occurred within Old Town Library and Library Park. There are situations where having video recordings to review would help resolve issues and possibly prevent future incidents. Jean Bosch and Carol Gyger have been researching security camera policies and specifications for purchase at Old Town Library; an RFP will be sent out in mid-September. The security camera system will be purchased using funds from the Paul Gwynne estate. The policy will specify how and when recordings will be utilized to support safety and security concerns for citizens, staff, and property while maintaining privacy

**Advantages:**

A clear, concise policy addressing security camera usage in District facilities will provide specific information for citizens and clear guidance for staff.

**Disadvantages:**

None

**Requested Action:**

***Discussion; anticipated Board approval and adoption of Security Camera policy at the October 10 meeting.***

**Potentially Affected Interest:**

Staff; Citizens.

**Level of Public Interest and Participation:**

Low to moderate

DRAFT--September 6, 2016

### **Security Camera Policy**

The Poudre River Public Library District (PRPLD) strives to offer a welcoming, open atmosphere and provide a comfortable and safe environment where people can use library facilities and collections for intended purposes to the maximum extent possible.

Video security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of the Library District's Behavior Rules, to assist library staff in preventing the occurrence of any violations, 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 images at PRPLD facilities. Cameras are installed at library locations on an as needed basis.

- Signs will be posted at Library entrances informing the public that security cameras are in use.
- Video security cameras may be placed in both indoor and outdoor areas.
- Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Examples include common areas of the library such as entrances, book stacks, public seating areas, hallways, stairways, delivery areas, walkways and parking lots.
- Typically security camera recordings are not monitored or reviewed. Video records will not be maintained provided no known or suspected criminal activity or policy violation has occurred. Security camera recordings will be stored for a length of time based on available storage and operational needs of the Library District.
- Recordings will remain confidential and secure to the extent permitted by law. Access to recordings is restricted to designated Library District and security staff as determined by the Executive Director.
- Pursuant to Colorado state law 24-90-119, the public is prohibited from viewing security camera recordings that contain personally identifying information about library users. There are very limited circumstances under which such information will be disclosed. If the Library District receives a request from the general public to inspect security camera recordings, the requestor will be advised as to whether they qualify for any of the listed exceptions. Library District staff will refer all non-District requests for security camera recordings to the Library District's legal counsel.
- Access is allowed to law enforcement pursuant to a subpoena, court order, or when otherwise required by law.
- Security cameras are not normally monitored. Staff and public should take appropriate precautions for their safety and for the security of personal property. The Library District is not responsible for loss of property or personal injury.
- Cameras will not be installed for the purpose of monitoring staff performance.

- Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.

Harmony Library is operated as a joint-use library and is owned by Front Range Community College—Larimer Campus (the College), which maintains the physical facility. Security cameras at Harmony Library are installed, owned and maintained by the College in coordination with campus-wide and college-wide FRCC security systems and protocols. Policies and procedures regarding cameras at the Harmony Library are regulated by the College.

Questions from the public may be directed to the Executive Director or Deputy Director.