

COUNTY OF VENTURA		POLICY AND PROCEDURE MANUAL		VENTURA COUNTY LIBRARY
Originating Agency:	Library Services (VCLS)	Last Issued	Revised	Digital Video Surveillance Policy
Policy of:	VCLS - Branches	8-1-2023		
Procedure:	N/A	N/A	N/A	
Forms (if any):	N/A	N/A	N/A	
Policy Change Requires:		[X] Director consultation with Deputy Director		
		[] Senior Managers approval		
Procedure/Forms Change Requires:		[]		

POLICY AND PROCEDURE

Purpose

Ventura County Library Services (the “Library”) employs video security cameras in an effort to help maintain the security of the facility for Library customers and staff. Signs are posted at Library entrances informing the public security cameras are in use.

The purpose of this policy is to establish guidelines for the placement and use of security cameras, as well as the access and retrieval of recorded digital video images at the Library.

Security Camera Locations

Efforts are made to safeguard the privacy of Library customers and employees. The video cameras are positioned to record only those areas specified by the Director, and will complement other measures to help maintain a safe and secure environment in compliance with Library policies. Camera locations shall not be changed or added without the permission of the Director.

Cameras may be installed in locations where staff and customers would not have an expectation of privacy. Examples include common areas of the Library such as entrances, public seating, and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person’s reading, viewing or listening activities in the Library.

Digital Video Images

Recorded digital video images may contain personally identifiable information about an individual who has used any Library service or borrowed any Library materials

("patron/customer information"), and will be accorded the same level of confidentiality and protection provided to Library users under California law.

Images will not be routinely monitored in real time unless specifically authorized by the Library Director.

Use/Disclosure of Video Records

Video records may be used by authorized individuals to identify those responsible for Library policy violations, criminal activity on Library property, or actions considered disruptive to normal Library operations.

Video records may be shared with authorized Library employees when appropriate or by approval of the Director or his or her designee to identify those suspended from Library property and to maintain a safe, secure and policy-compliant environment.

Access to Security Camera Footage

Only the Director or his or her designee is authorized to access the recorded digital video images in pursuit of incidents of criminal activity or violation of the Library Code of Conduct. Other staff members may be given authorization by the Director or his or her designee to access this equipment on a limited "need-to-know" basis.

Occasional spot checks of the recorded data will be made by the Library's Information Technology Manager to assure proper operation of the system and to review access procedures. The frequency of viewing and the amount of video reviewed at one time will be limited to the minimum needed to give assurance the system is working and to verify compliance of access policies.

Library staff are required to refer any request for security camera footage or still photographs to the Library Director or his or her designee.

In the event of a search warrant, which is executable immediately, Library Administration will comply with the search warrant. Library Staff will follow the procedures in ALA's Intellectual Freedom Manual, consistent with state and federal law.

General Public Requesting Access to Security Camera Footage

Confidentiality/privacy issues prohibit the general public from viewing security camera footage.

Retention of Digital Images

The Library avoids creating unnecessary records, retaining records not needed for the fulfillment of the mission of the Library, as well as practices that could place personally identifiable information on public view.

Recorded digital video images are stored on hardware in a locked area in the Library. Absent a litigation hold, recordings are retained for no longer than 90 days per Government Code sections 26206.6 and 26206.7.