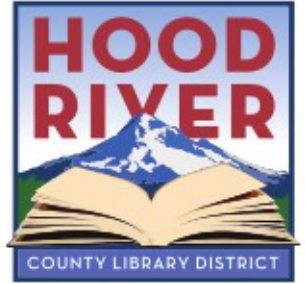


# Security Camera Policy



## **Video Surveillance Use Policy**

Hood River County Library District strives to maintain facilities that are safe and secure for staff, volunteers, and patrons. To this end, selected areas of the library premises are equipped with video cameras that are recording at all times. Cameras will be placed only in areas where patrons, staff, and volunteers have no reasonable expectation of privacy. Signs informing the public of video surveillance are posted at library entrances or within the area.

### **Purpose and Scope:**

The purpose of video surveillance is to enhance the safety of the library patrons and employees. To further this goal, the cameras will be useful to gather information that may be used to prosecute, or investigate instances of theft, vandalism, or public endangerment on the library premises.

The library's video surveillance system shall be used only for the protection and safety of patrons, volunteers, employees, assets, property, and to identify persons breaking the law or violating the library's Code of Conduct or violation of other library policies including the Employee Handbook.

### **Confidentiality:**

Video records may contain personally identifiable information about an individual who has used the library ("patron information") and as such, will be considered part of a patron's "library record" and accorded the same level of confidentiality and protection provided by [Oregon Rev. Statutes §192.502 - Paragraphs 4 and 23](#) and Hood River County Library District's Privacy Policy.

### **Access to Footage:**

The system will be secure and will only be viewed by those trained and authorized to do so. Persons with authorized access to the CCTV surveillance system shall be limited to: a. The Library Director and their designees b. Contractors authorized by the Library Director, for the limited purpose of performing repair, installation, and maintenance on the system.

### **Disclosure of Footage:**

Video records may be used by individuals authorized under this policy to identify the person or persons responsible for library policy violations, criminal activity on library property, or violation of the Library's Code of Conduct or other library policies.

When criminal activity is identified, incident-specific still images or video records may be

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shared with law enforcement to assist in the investigation and prosecution of the crime identified.

Video records may be shared with other library employees, upon approval by the Library Director or designee, in order to identify person(s) suspended from library property and to maintain a safe, secure and policy-compliant environment.

Video records shall not be used or disclosed other than as specifically authorized by this policy unless use or disclosure is determined to be appropriate by the Library Director.

All requests for video footage or still images from the security system will be referred to the Library Director or their designee.

Confidentiality concerns prohibit the general public from viewing security camera footage that contains patron information. Members of the general public requesting footage will be advised to make a request through law enforcement.

### **Retention and Storage of Footage**

Images from the library video security system are stored digitally on hardware in the library, cloud server by authorized security company or by the Hood River County School District for the Cascade Locks Library. 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.

Recorded video will be retained for a period of 180 days for the Hood River Library and will then be automatically erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil). The Hood River County School District maintains the camera system at the Cascade Locks Library located in the Cascade Locks Elementary School.

Approved by the Board of Directors, April 18, 2023  
Last amended, 8/20/24, 4/18/23.