

## **Drake Community Library Security Camera Policy**

### **1. Policy Statement**

Drake Community Library uses security cameras for the limited and specific purpose of enhancing the physical security of the Library, its property, its staff, and its users. Cameras serve as a deterrent to policy violations and criminal activity, assist staff in investigating incidents affecting safety or property, and support law enforcement when appropriate.

The Library values patron privacy and upholds the confidentiality of Library records as required by **Iowa Code 22.7(13)**. Although individuals in public spaces may be recorded, any information that identifies a patron in connection with their use of library materials or services remains confidential.

### **2. Purpose**

The purpose of this policy is to do the following:

- Establish guidelines for the placement and use of video security cameras.
- Define who may access and view footage.
- Ensure compliance with applicable privacy and confidentiality laws.
- Promote transparency regarding how surveillance footage is managed and retained.

### **3. Signage and Notice**

- The Library will post signs at all public entrances notifying visitors that security cameras are in use.
- Cameras will not record audio and will not be monitored continuously.
- Patrons and staff are responsible for their personal safety and belongings. The presence of cameras should not be interpreted as a guarantee of safety or protection.

### **4. Placement and Coverage**

- Cameras may be installed in public areas of the Library and on exterior property for the purpose of protecting people, property, and library assets.
- Camera placement is determined by the Library Director or designee. Exterior placement may be determined in coordination with City staff.

- Cameras will not be installed in areas where there is a reasonable expectation of privacy, such as restrooms, private offices, or staff work areas.

## **5. Access and Monitoring**

- Access to live or recorded video footage is limited to the Library Director and designated staff authorized by the Director.
- Designated staff may review footage for the following purposes:
  - Investigating incidents of injury, theft, vandalism, or other violations of law or policy.
  - Protecting Library property and maintaining a safe environment.
  - Identifying banned or disruptive individuals.
  - Cooperating with law enforcement when permitted by law.
- Camera footage may be viewed in real time or in recorded form as needed for security purposes.

## **6. Data Storage and Retention**

- Recorded video footage will be stored in a secure, access-controlled location.
- Footage will be retained for up to **30 days** or until storage capacity is reached, whichever occurs first.
- Footage related to specific incidents may be retained longer if needed for investigation or legal purposes.
- Once footage is no longer required, it will be permanently deleted or destroyed in accordance with record retention procedures and applicable law.

## **7. Confidentiality and Release of Footage**

- Any footage that could identify a library user in connection with their use of materials or services is considered confidential under **Iowa Code section 22.7(13)**.
- Such footage will not be released except in the following circumstance:
  - Pursuant to a valid court order, subpoena, or search warrant;
  - When required by law; or
  - When necessary to protect life or safety.
- The Library Director must authorize all releases of footage. If the Director is unavailable, authorization may be given by a designated staff member.

- The Library will consult legal counsel before releasing any footage that may include confidential information.

## **8. Requests for Access**

- All requests from law enforcement or other agencies to view or obtain security camera footage must be submitted in writing to the Library Director.
- Public disclosure of security camera footage shall follow the procedures outlined by the Library Director in accordance with **Iowa Code chapter 22**.

## **9. Compliance**

This policy shall be interpreted in accordance with **Iowa Code section 22.7(13) and (14)** and all other applicable federal, state, and local laws governing library confidentiality and records.

**Adopted: 11/2025**