

Service Policy 491
Security Camera Policy
Adopted: March 15, 2019

The purpose of security cameras is to enhance the safety and security of Library patrons, staff, and property. Spring Lake District 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, security cameras have been placed at selected locations in order to observe and record images of activities of persons in the library and on library property. Conversations or other audible communications shall not be monitored or recorded by the security cameras. Security cameras are also provided to assist the Library with enforcement of the Library's Patron Behavior Policy.

Signs will be posted at the Library entrances, informing the public that security cameras are in use.

Security cameras may be installed in locations where individuals lack a reasonable expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating areas, public computers, and areas prone to theft or misconduct.

Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices.

The library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

The Library considers the recorded surveillance videos to be "library records" as defined by the Michigan Library Privacy Act. As such, the procedures for the protection and access to those library records shall be as provided for in the Library's Confidentiality Policy.