



Security Camera Policy

Dearborn Public Library

Security cameras are used to enhance the safety and security of library users and staff by discouraging violations of the Library's Code of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

Security Camera Purpose and Placement Guidelines

- Video recording cameras will be used in public spaces of library locations to discourage criminal activity and violations of the Library's Code of Conduct.
- Signs will be posted at all public entrances informing the public and staff that security cameras are in use.
- Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, entrances, seating areas, service desks, areas prone to theft or misconduct, and areas where money is stored or handled.
- Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms.
- Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. Neither the Dearborn Public Library nor the City of Dearborn is responsible for loss of property or personal injury.
- Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for no longer than 30 days. As new images are recorded, the oldest images will be automatically deleted.

Access to Security Camera Footage

The system will be secure and will only be viewed by those authorized to do so. Designated staff, in the course of their normal duties, will maintain and operate the video security system and are authorized to access the recorded archival data in pursuit of incidents of criminal activity, litigation, or violation of the Library Code of Conduct.

Use/Disclosure of Video Records

Law enforcement or other individuals authorized under this policy may use video records to identify the person or persons responsible for library policy violations, criminal activity on library property, actions considered disruptive to normal library operations or violation of the Library's Code of Conduct.

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

In the event library staff receives a search warrant, which is executable immediately, the library's Administration will comply with the search warrant and consult with legal counsel. If library staff receives a subpoena for video records, it will forward the subpoena to the City's Department of Law.

General Public Requesting Access to Security Camera Footage

If the library receives a request from the general public to inspect security camera footage which contains patron information, they will be directed to file a Freedom of Information Act ("FOIA") request with the City's Department of Law. In general, library privacy laws prohibit the general public from viewing security camera footage that contains patron information.

Approved by Library Commission February 9, 2018