

## Security Cameras

The TCCL strives to maintain a safe and secure environment for all staff and customers. In pursuit of this objective, selected indoor and external areas of the TCCL premises are equipped with video cameras that are recording at all times. Signage will be posted disclosing this activity. TCCL's video security system shall be used only for the protection and safety of customers, employees, assets, property, and for assisting law enforcement.

Reasonable efforts shall be made to safeguard the privacy of customers and employees. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restrooms, employee break rooms or changing rooms. The video security cameras will be positioned to record only those areas specified by the CEO or designee, and will complement other measures to maintain a safe and secure environment in compliance with library policies.

Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws. Video records may be used to identify the person or persons responsible for TCCL policy violations, criminal activity, or actions considered disruptive to normal TCCL operations. Upon a request by law enforcement or a member of the public, archived digital video images of TCCL external areas or indoor common areas will be released by the CEO, or authorized TCCL executive team member, without a court order provided the video footage does not disclose or lead to the disclosure of specific TCCL resources or materials loaned to or used by a TCCL customer.

Any video records indicating or which may lead to indicating which of the TCCL's resources or materials have been loaned to or used by an identifiable TCCL customer will only be released in compliance with a court order as required by law and pursuant to the TCCL's confidentiality of customer records policy. TCCL resources or materials consist of any TCCL resource available to customers, including, but not limited to, a customer's use of a specific TCCL computer, all printed materials, and all digital materials.

If customers experience damage to or theft of personal property in the course of using TCCL services, customers should file a report with the appropriate law enforcement agency. Law enforcement may follow up with TCCL in accordance with TCCL policy to obtain related camera footage if required.

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Video records may be monitored by TCCL staff in real time while carrying out TCCL operations. Only authorized employees may retrieve camera footage. Only the CEO, or authorized TCCL executive team member, may release camera footage to any external source, including law enforcement.

Images from the TCCL video security system are stored digitally on hardware situated in the library and retained up to a minimum of 28 days. Any records produced by the video security system shall be kept in a secure manner, and managed appropriately by TCCL to protect legal obligations and evidentiary values. Video records of incidents can be retained and reviewed as long as considered necessary by the CEO.