**Anna Porter Public Library**

**Video Camera Policy**

**For Security and Media Documentation**

Video cameras are installed at Anna Porter Public Library to enhance the security and safety of library users and library staff, to discourage violations of our policies and procedures, 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:

1. Video recording cameras will be used in public spaces of Anna Porter Public Library to discourage criminal activity and violations of APPL’s policies and procedures. Audio recording is restricted under the Electronic Communications Privacy Act and will not be used.
2. Cameras may be installed in/on Anna Porter Public Library properties including indoor and outdoor spaces and specifically where library users lack a reasonable expectation of privacy including areas such as: the front door entrance, the parking lot, the Circulation Desk where money is stored and handled, Fiction/Nonfiction sections, Smoky Mountain Room, the Teen Corner, the Children’s Room, and the hallway leading to public restrooms.
3. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as the public restrooms.
4. Signs will be posted at all entrances of Anna Porter Public Library to inform the public and staff that security cameras are in use.
5. Cameras will not be continuously monitored, and the public as well as staff should take precautions for their safety and for the security of their personal belongings. Neither Anna Porter Public Library or the City of Gatlinburg is responsible for loss of property or personal injury.
6. All recorded data is confidential and secured in a sealed and controlled area. Video recordings may be stored on premises. New recordings will replace the older recordings.
7. Cameras will not be installed for the continuous monitoring of library staff employees.

Use/Disclosure of Video Records

1. Access to the archived footage in pursuit of documented incidents of injury, criminal activity, or any violation of the APPL policies and procedures is restricted to the Director, designated staff, and Board of Trustees members.
2. Those designated access may have access to both real-time images as well as recorded images, viewable on a desktop monitor placed in a secure area to ensure private access. Viewing of camera images will be limited to a minimum needed to give assurance the system is operable, or to ascertain if footage is available to a specific incident.
3. Access to recorded footage will also be grated to law enforcement when pursuant to a subpoena, court order, or when otherwise required by law.
4. Video records may be used by authorized individuals to identify persons responsible for APPL policy violations, criminal activity on any APPL property, or actions considered disruptive to normal APPL operations as explained in the APPL policies and procedures. Video records will not be maintained long term provided no criminal activity or policy violation has occurred or is being investigated.
5. In situations involving banned patrons, stored images may be shared with staff. These images may remain posted in the established restricted staff area for the duration of the banning period, and may be archived.

Unauthorized Access And/Or Disclosure

1. Confidentiality and privacy issues prohibit the general public from viewing security camera footages that contains personally identifying information about APPL users. If APPL receives a request from the general public to inspect security camera footage, they will be advised to file a police complaint and to seek the required court order.
2. A breach of this policy by any staff members may result in disciplinary action up to and including dismissal. Any APPL employee or Board member who becomes aware of any unauthorized disclose of security footage and/or a potential privacy breach has the responsibility to immediately report this indecent to the Library Director and Board Chair.

In addition to cameras being present for security and safety procedures, media recordings and still photographs are taken frequently for the marketing and promotion of APPL programs and services. By entering the APPL facility, patrons should understand video surveillance of all manner is taking place and gives permission for the use of your name and photographic likeness in forms of media for advertising, trade, and other lawful purposes. If a library user prefers to not be photographed or videotaped for marketing and promotional purposes, it will be that user’s responsibility to remove themselves from view of the recording equipment being used.

Adopted September 14, 2021