



CUSTOMER CONDUCT

03.06.04 Video Surveillance

In support of PCCLD's mission, the library strives to provide a welcoming and safe environment where people can use the library's facilities and resources. The library has installed video surveillance cameras to promote safety for customers and staff and to provide extra security for PCCLD's valuable resources and facilities. The purpose of this policy and the following procedures are to establish guidelines for the placement and use of video surveillance cameras as well as the access and retrieval of recorded digital images.

Video surveillance will be used, when necessary and under specific guidelines, to provide staff and law enforcement assistance in investigating and prosecuting criminal activity and violations of the Library's Code of Conduct.

Cameras will be installed to cover entrances and exits to and from the buildings, near elevators and stairs, near valuable collections or resources, public use areas, and delivery areas. They will not be used where staff and customers have an expectation of privacy such as inside of restrooms. **There will be public notice of video surveillance equipment in use in the building.**

The Executive Director and his/her designee(s) will have access to real-time monitors and archived materials to pursue alleged violations of the Library's Code of Conduct and/or incidents of criminal activities. **No content may be released without the express written permission of the Executive Director or his/her designee.**

Policy Reference: [03.06.01](#) *Acceptable Library Use and Safety*
[03.06.03](#) *Customer Code of Conduct*

See Also: [03.06.01.G1](#) *Guidelines Governing Use of the Library*