

Sanibel Public Library

Sanibel Public Library District Policy No. 12-2011 Video Surveillance

The Sanibel Public Library uses security cameras to enhance the safety and security of library users, staff and property, while protecting the individuals' right to privacy.

The security camera installation consists of dedicated cameras providing real-time surveillance. The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders.

Video monitoring of public areas is limited to uses that do not violate the reasonable expectation of privacy as defined by law. Information obtained will be used exclusively for law and/or policy enforcement.

The library posts signs in relevant areas: "This property is protected by surveillance cameras." The cameras are positioned only to record those areas specified by the Executive Director which will complement other measures to maintain a safe and secure environment.

Use/Disclosure of Video Records:

Video data is recorded and stored on a secure Digital Video Recorder equipped with onboard hard drive storage. Normal retention period for recordings is 30 calendar days, per Florida Department of State Record Retention Schedule for Surveillance Recordings. Records required for evidence are saved to CD and stored in a secure environment.

Access to camera monitoring is limited to only those authorized by the Executive Director. Access to camera footage is only given to any staff or agency retained by the library to use the information gathered for investigative purposes in order to perform duties related to their job. Any such review of video recordings will be with the knowledge and approval of the Executive Director or his/her designee. Only the Executive Director or her designee, is the custodian of the video record and is authorized to release any video record to anyone other than an authorized employee, including but not limited to, law enforcement personnel, media, patrons and other persons.

In all other respects, footage will be accorded the same level of confidentiality and protection provided to library patrons by Florida State Law, Sanibel Public Library District policies and the American Library Association policies on confidentiality and privacy.

To the extent that state or federal public records law are inconsistent with any confidentiality provisions contained in this policy or contained in the American Library Association policies, the state or federal law controls.

Library Policy
Sanibel Public Library District Board of Commissioners
Adopted Date 11/17/11