

Video Surveillance Policy

In pursuit of maintaining a safe and secure environment for library patrons and staff, the Portneuf District Library employs video surveillance recording of selected library areas. The system shall not be used to spy on people, follow a certain “class” of people, or for other purposes except to protect and provide safety to visitors, patrons, and library staff.

Idaho code § 74-108 exempts the disclosure of library records which may identify a library patron checking out, requesting, or using an item from the library to the general public.

Placement

Video cameras shall only be positioned at the approval of the Director to observe areas with minimal staff oversight for the purpose of providing safety and security to the visitors, patrons, and staff at the library. Clear signage shall be posted at video surveillance areas disclosing the use of video recording. Video cameras shall not be positioned in places where individuals may have a reasonable expectation of personal privacy, such as restrooms.

Access and Retention

Only the Director and Assistant Director shall have consistent access to recorded video footage. IT personnel shall have access to the video equipment only for maintenance purposes as needed. Other senior staff may be granted limited access by the Director as occasions warrant.

Video recordings of the library shall not be constantly monitored unless specifically authorized by the library Director. The library is not responsible for loss of property or personal injury.

All video footage shall be stored in a secure location accessible only to authorized personnel and are regarded as a transitory record and shall be destroyed, erased, or recorded over after passage of not more than 30 days and not less than 14, unless providing specific evidence of a crime or violation of library policy, or the library has received notice or has reason to believe a specific recording is going to be subject to a subpoena or court order for turn over.

Disclosure of Video Records

All requests for video footage shall be handled by the Director or the most senior administrative staff member in the Director’s absence. The library reserves the right to consult with legal counsel as questions or requests arise. Requestors of video recordings may be subjected to costs incurred to satisfy the request.

Approved by the Board of Trustees July 6th, 2017. Reapproved April 25th, 2022.

Requests to view video footage shall be granted by subpoena, court order, or by law. The Board shall be notified of any requests immediately. Law enforcement shall generally not be allowed to review the recordings in a wholesale or unsupervised fashion.

Approved by the Board of Trustees July 6th, 2017. Reapproved April 25th, 2022.