

Carter Lake Public Library

Security Cameras Policy

Carter Lake Public Library strives to make the library a welcoming space for all users where patrons and staff can feel safe and comfortable. Security cameras are used in the library to enhance the security of patrons and staff.

Library staff will not share security camera footage with patrons unless there are extenuating circumstances, such as but not limited to:

- Assault on that patron by another patron.
- Theft of a patron's personal property.
- The kidnapping of a child.
- Damage to a patron's vehicle.
- Or any event that requires the patron to receive footage for insurance purposes.

In the case of any criminal activity or incidents that involve law enforcement, a copy of the footage or screenshots will be given to the police.

The library staff has access to monitor the cameras when needed to ensure the safety of everyone in the building.

Library staff caught sharing the footage or screenshots without due reason will be punished by disciplinary action by the Library Director and the Library Board.

Information obtained through video surveillance will be used where needed to discourage violations of the library's Code of Conduct, to assist library staff in preventing the recurrence of any violations and, when necessary, to provide law enforcement assistance in prosecuting criminal activity. A stored digital video record may be turned over to law enforcement by the Director, unless such images include records protected by Iowa Code 22.7(13). In which case such records would be released only pursuant to a valid court order.

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Adopted July 2018
Amended June 2023
Amended January 2025