

KNOXVILLE PUBLIC LIBRARY SECURITY CAMERA POLICY

I. Purpose

The purpose of this policy is to provide guidelines for the use of security cameras on property owned and/or utilized by the Knoxville Public Library in a way that enhances security and aids law enforcement while respecting the privacy expectations of members of the community.

The primary purpose of utilizing security cameras in public areas is to deter crime and to assist law enforcement in enhancing the safety and security of members of the community and property. The primary use of security cameras will be to record video images for use by law enforcement and other officials charged with investigating alleged violations of law or library policy.

The existence of this policy does not imply or guarantee that security cameras will be monitored in real time continuously or otherwise.

II. Definitions

As used within and for the purposes of this policy, the following terms are defined as follows.

Public areas: areas made available for use by the public, including, but not limited to, library grounds, parking areas, reading area, building exteriors, areas of ingress and egress, and the adjoining Gebhardt property.

Security camera: a camera used for monitoring or recording public areas for the purposes of enhancing public safety, discouraging theft and other criminal activities, and investigating incidents.

Security camera recording: a digital or analog recording of the feed from a security camera.

Security camera system: any electronic service, software, or hardware directly supporting or deploying a security camera.

III. Responsibilities and Authority

Responsibility for oversight of installation, maintenance, and utilization of security cameras and associated policies, standards, and procedures is delegated to the Library director or his/her designee. This responsibility includes:

1. creation, maintenance, and review of a strategy for the procurement, deployment, and use of security cameras;
2. authorizing the placement of all security cameras;
3. creating policies and procedures for security cameras and their use.

IV. Security Camera Monitoring and Review

1. Authorized staff may monitor and review security camera feeds and recordings as needed to support investigations and to enhance public safety. It is not intended or expected that security cameras will be routinely monitored in real time.
2. With the prior approval of the Library Director, other personnel may monitor and review security camera live feeds and recordings for purposes of public safety.

V. Use of Recordings

Security camera recordings, with the approval of the Library Director, shall be used for the purposes of enhancing public safety, discouraging theft and other criminal activities, and investigating incidents.

Video footage will be stored on servers accorded appropriate computer security with access by authorized personnel only.

Security camera recordings will be retained for a period of approximately 60 days or in accordance to maximum capacity of recording device.

VI. Release of Recorded Material

Requests for release of recorded material must be approved by the Library Director. In his or her absence, requests may be made to the Library Board President. Requests for release of recorded material set forth in subpoenas or other legal documents compelling disclosure should be submitted to the Library Director.

VII. Review of Policy

This policy will be reviewed, and revised as necessary, by the Library Board of Trustees every three years or more frequently as circumstances require.

Approved by the Library Board of Trustees
Date: December 21, 2021