



## **Security Camera Policy**

Amended by Board of Trustees: 5/11/2023

Adopted by Board of Trustees: 9/08/2008

Next Review: 5/11/2026

The Waterloo Public Library uses video cameras in some locations to enhance the safety and security of library property, patrons, and staff by discouraging violations of the Library's Behavior Policy, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The security camera installation consists of dedicated cameras providing real-time surveillance and recorded archival data. There is no audio recording associated with the cameras.

Images captured by the Library's security cameras are regarded as public records, unless such images violate the confidential status of a patron's checked out materials or requests for Information.

The Library will make a reasonable effort to retain the security images for a period of approximately seven days. All requests for images must go through the Library director. Requests can be made in person, over the telephone, and electronically. Requests should include the date and time the image would have been captured, along with any other pertinent information. The recipient of the record must provide name, address, and telephone number in order to facilitate effective communication regarding the request.

There is a \$25 charge to capture the time period specified and to record images on the disc. The record will be made available within approximately twenty calendar days.