

POLICY

Subject: Video Camera Policy

Approved by: CUTPL Board of Trustees

Approval Date: June 18, 2024

Effective Date: June 18, 2024

New (X) Revised () Reviewed ()

The Culver-Union Township Public Library (CUTPL) establishes a policy defining the need for video cameras, the uses of video surveillance, and under what circumstances the library will release video information.

Security cameras are in place to provide peace of mind to both patrons and staff. Surveillance systems are also meant to act as a deterrent to prevent unacceptable or disruptive behaviors at the library. Cameras are installed only in spaces where patrons do not have a reasonable expectation of privacy. This includes the exterior of the building and the two public entrances. Signs are posted at or near these areas to inform the public that video surveillance equipment is in use.

To ensure the privacy of patrons, the general public is prohibited from viewing security camera footage. Members of the public are advised to acquire an official police report and that content will only be released with the authorization of the Culver Police Department or by court order or subpoena. The library does not provide direct access to the surveillance system to any law enforcement official.

The library's security cameras operate within a system in which video content records over itself. Images and video are not maintained provided that a library policy has not been violated nor criminal activity occurred. Images are typically available for a period of two weeks.

CUTPL staff are not permitted access to the security footage. For the purposes of investigating a crime committed the Library Director may share captured images or video clips with staff.