

Lawton Public Library

DIGITAL VIDEO SURVEILLANCE POLICY

Purpose

Selected areas of the library are equipped with video cameras for the protection and safety of customers, employees, assets, property, and to identify persons breaking the law or violating the library's Code of Conduct. A sign is posted at the library entrance informing the public that security cameras are in use.

Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances including 65 O.S. §1-105.

Access

The library director and designees are authorized to access the recorded archival data in pursuit of incidents and violations of the Library Code of Conduct. All requests for security camera footage or still photographs by law enforcement will be referred to the library director. In the event of a search warrant, library staff will comply with the search warrant and notify the Library Director.

General Public Requests

Confidentiality/privacy issues prohibit the general public from viewing security camera footage that contains patron information. If the library receives a request from the general public to inspect security camera footage which contains patron information, the general public will be advised to file a police complaint.

Retention and Storage

Video footage will be retained for a limited amount of time based on the video storage capacity. Any decision to retain recorded footage past that timeframe will be specifically documented and approved by the Library Director.

Library Board Approved: 5/14/14