

DOWNINGTOWN LIBRARY COMPANY SECURITY CAMERA POLICY

The Downingtown Library Company (DLC) is committed to establishing and maintaining a workplace that is secure and safe for both employees and patrons. As part of this commitment, the DLC installs and utilizes security cameras to protect its employees, the public, and Library assets.

The DLC makes no assertion that these cameras guarantee protection for anyone or anything. Staff will not make any statement nor post any sign that implies an area is “protected” by these video cameras.

Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. All recording of images will be conducted in a professional, ethical, and legal manner. When appropriate, security cameras may be placed inside and outside. Nothing in these guidelines limits any lawful surveillance by law enforcement agencies.

Information obtained from the security cameras will be used when a business need exists (i.e., for law and/or policy enforcement.) Real-time images may be viewed by authorized staff for security and maintenance purposes. When an incident has been reported or is suspected to have occurred, personnel responsible for the area in question may request that the recorded images from the security cameras be reviewed. As circumstances require, the DLC Library Director may authorize others to review images.

Release of images to third parties (i.e., law enforcement) will occur only upon approval of the DLC Library Director in consultation with the Board President or their designee.

The images from the security cameras will be retained in a secure location for a period of 32 days unless they are part of an investigation. In the case of an ongoing investigation, a copy will be made for law enforcement.

The alteration of previously recorded images from the security cameras is strictly prohibited. Any person who views images from the security cameras without authority or tampers with or destroys security cameras may be subject to disciplinary or other legal action.

Security camera placement will take into consideration protection of any confidential information (as defined by law), that could be visible.

The security cameras will not record audio.

Approved January 15, 2025