

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

| | | | |
|-------------------------|--|----------------------|------------------|
| Policy Title | Use of Video Surveillance Systems | | |
| Approval Date | June 21, 2022 | Revision Date | January 21, 2025 |
| Related Policies | Confidentiality of Library Records Policy Code of Conduct Policy Public Records Policy | | |
| Related RCW | RCW 42.56.310 WAC 44-14 Local Government Common Records Retention Schedule (CORE) 2.11 | | |
| Purpose | To outline the manner in which the Spokane County Library District (District) employs video surveillance systems and recorded digital video images to enhance the physical security of District customers, employees, and property, while protecting the privacy and confidentiality of District customers pursuant to state and federal laws. | | |

General Policy

District facilities may be equipped with security cameras that capture and store video recordings and images to assist in the protection and safety of customers, employees, and property by allowing viewing and/or recording of video images for the detection, assessment, and deterrence of behavior that violates District policy or law.

Privacy

While library records are confidential, District facilities are public places, and people entering a library or other District facility have no expectation of privacy beyond the content of library records.

The video surveillance system and any associated recordings shall not be used in a manner which would violate the District’s Confidentiality of Library Records policy, other applicable policies, or state and federal laws.

The District will post notice to the public and employees that it uses a video surveillance system for monitoring and recording activity in and around District facilities.

Camera Placement

Cameras will be located in specifically designated public areas and will be positioned to safeguard the privacy of customers and employees to the extent possible. Examples of appropriate locations include, but are not limited to, the common areas of the library such as entryways, lobbies, and outside entrances, exits, properties, and parking areas, as well as the interior and exterior of District mobile library vehicles.

Cameras will not be positioned to allow the monitoring of areas where individuals have a reasonable expectation of privacy, such as inside restrooms.

Camera locations will be positioned, changed, or added only with the approval of the Executive Director or authorized designee(s).

Video Monitoring

Cameras are not actively monitored. Cameras are generally set to record video images continuously, though other recording schedules will be utilized due to specific operational considerations. Video recordings will likely be examined only in the event of a security, policy violation, or safety-related incident.

No one should assume that the presence of a video surveillance system at a District facility guarantees safety for persons or property at any time, nor should they assume that all cameras will be functioning properly at all times.

Neither the District nor its officers, agents, or employees shall be liable for preventing or responding to actions that occur within a camera's field of view.

Record Retention and Disclosure

Recordings and images from the video surveillance system are stored digitally and will be retained, maintained, deleted, and/or disclosed in a manner consistent with all applicable District policies and federal and state laws.

Recordings and images may be used to identify a person or persons responsible for District policy violations, criminal activity, or actions considered disruptive to normal District operations. Recordings and images may also be used to review activities and actions by a District employee when justified by a legitimate business purpose, including but not limited to investigation of illegal or improper conduct.

Recordings and images related to a documented security incident or investigation will be maintained for the duration of the investigation or resolution of the matter, plus an additional six (6) years and then deleted.

Recordings and images which are not related to a documented security incident or investigation will generally be maintained for 14 days and then deleted.

Recordings and images may be used to assist law enforcement agencies in accordance with applicable state and federal laws.

Only the Executive Director or authorized designee(s) shall be authorized to release video records to law enforcement.

Recordings and images may be subject to the Washington State Public Records Act.

The Executive Director or authorized designee(s) may view recordings and images as needed before they are released to monitor for adherence to customer privacy requirements.

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.