

**LINCOLN CITY LIBRARIES  
LINCOLN, NEBRASKA**

**POLICY TITLE: SECURITY CAMERA AND  
SECURITY- RELATED RECORDING POLICY**

Lincoln City Libraries strives to offer a welcoming environment and provide a comfortable and safe experience allowing users to access library facilities and collections for their intended purposes.

Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of library Rules and Behavior Policy, to assist staff in preventing the occurrence of violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the use of security cameras as well as the access and retrieval of recorded images. Cameras will be used within accepted legal and community practices regarding privacy and in a professional and ethical manner.

Library personnel will be appropriately trained and supervised in the use of this technology. Signs will be posted at library entrances informing the public that security cameras are in use.

**Definitions:**

1. Authorized User: A Lincoln City Libraries employee trained as an operator in the lawful use of the camera system with access granted by the Library Director or designee. Training will include, but is not limited to, operation of the equipment, ethics, policy and law.
2. Security Camera System: A camera system used for the purpose of identifying person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to the normal library operations. It constitutes a combination of cameras and supporting technology deployed to monitor public locations.
3. Portable Recording Equipment: Hand-held units used to record images (i.e. camera, cell phone).

**Justification:**

1. Justification for camera placement will be accomplished through a comprehensive assessment of the totality of circumstances.
2. This may include evaluation of records, public information, staff observations, as well as community input and concerns.

Reviewed by Law Department: July 2022  
Reviewed by Library Board: July 17, 2022  
Revised by Library Board: July 21, 2020  
Adopted by Library Board: December 20, 2016

3. Public cameras are only one tool available to maintain a safe and secure environment. Alternatives should be considered where appropriate or cost effective.

Approval:

1. Requests for the placement of cameras must be made to the Library Director citing the justification, the type of equipment to be deployed, estimated costs, and the examination of alternative methods considered.
2. Approval for placement will be made by the Library Director and reported to the Library Board.

Placement:

1. The cameras are for use in public areas only.
2. Cameras will not be used to monitor areas where people have a reasonable expectation of privacy (i.e. restrooms).
3. Cameras will not be installed for the purpose of monitoring staff performance.
4. Authorized user(s) will oversee the installation of cameras with the assistance of other applicable city departments or private contractors.

Operation:

1. The security camera images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Library Director or designee.
2. Access to recorded footage from cameras shall be limited to authorized users as determined by the Library Director or designee.
3. In situations involving banned patrons, stored still images may be shared with staff systemwide. Shared images may remain posted in restricted staff areas for the duration of the banning period.
4. Camera monitoring software access shall be kept secure through password protection technology. Passwords are available only through the Library Director or designee.
5. Camera functions shall not be used or operated in such a manner that violates a person's constitutional rights or discriminates against an individual for any reason.
6. Library personnel may use portable recording equipment, e.g. cell phones, to record a security incident in progress. Such footage will be accessed with the standards accepted for use of security camera information.
7. Under no circumstances shall the camera equipment or portable recording equipment be used to hear or record conversations without Patrons' knowledge.
8. Cameras may not be used to identify individuals that are only exercising their First Amendment Rights.

Reviewed by Law Department: July 2022

Reviewed by Library Board: July 17, 2022

Revised by Library Board: July 21, 2020

Adopted by Library Board: December 20, 2016

9. All recordings are to be considered property of Lincoln City Libraries and are prohibited from being used or accessed for personal use. Employees will not post quotes, excerpts, or images to the public.

Oversight:

1. The Library will monitor developments in the law, practices and technology to ensure that camera security system is consistent with the best practices and complies with all federal and state laws.
2. The library will provide ongoing maintenance and testing of all monitoring and recording equipment in use.
3. The value of each camera's placement will be reviewed annually to determine if changes are needed to camera quantity and location.

Portable Recording Equipment:

1. Portable recording equipment may be used to assist personnel and contractors in the performance of their duties. The use of non-departmental issued recording equipment is discouraged but if used, its use falls under the guidelines of this policy.

Storage and Retention:

1. Retention of records shall comply with federal and state law governing record retention.
2. Recordings may be used to assist law enforcement agencies in accordance with applicable state and federal laws upon receipt of a subpoena. The requirement of a subpoena may be waived by the Library Director or designee when appropriate.
3. Recordings will be overwritten after ten (10) days unless notified that footage is needed for an investigation, complaint or when the recording would likely be evidence in a legal action.
4. Information obtained through the use of camera technology will be handled according to the library's procedures and Privacy Policy governing access to patron information.
5. Recordings may be subject to subpoenas issued during civil litigation or public record requests.

Reviewed by Law Department: July 2022

Reviewed by Library Board: July 17, 2022

Revised by Library Board: July 21, 2020

Adopted by Library Board: December 20, 2016