

River Falls Public Library

Video Surveillance Camera Policy

Approved: August 7, 2023

Introduction

Selected areas of the Library are equipped with security cameras for the safety and security of the building, staff, and patrons. The public is notified, on clearly worded signs that the Library is under video surveillance so that visitors have a reasonable and adequate warning that the surveillance is or may be in operation.

Access to Digital Images/Recordings

The River Falls Public Library has video surveillance cameras that are a part of the City's video surveillance system. The Library's portion of that system may only be accessed with permission by Library Director or their designee.

Typically, the images are not reviewed. If an incident comes to the attention of the Director, the retained images can be reviewed and saved for as long as necessary.

Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. River Falls Public Library is not responsible for loss of property or personal injury.

Live camera footage will not be available to the public for viewing at any time. Library staff has access to live footage. Live footage will only be viewed in cases where Library staff cannot actively monitor the area(s) being recorded.

Video surveillance data are protected public library records. Wisconsin State Statutes carefully define law enforcement official's authority to view surveillance data:

43.30(5)(a) Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or in part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.

43.30(5)(b) If a library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.

Disclosure of Digital Images/Recordings

Video records and still photographs may be used to identify person(s) responsible for policy violations, criminal activity on Library property, or actions considered disruptive to normal operations.

In situations involving banned patrons, stored still images may be shared with staff. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images will be digitally archived as confidential records for 5 years by the Library Director.

Video records and photos obtained through the video monitoring system will be released as necessary and in accordance with applicable laws, when pursuant to a subpoena, court order, or when otherwise required by law.

Record Retention

Surveillance footage will be retained for a minimum of 120 days. As with all public records, if the monitoring or surveillance record is required for any legal or program purpose, including open records requests, claims or litigation holds, the record must be retained until no longer needed to meet the legal or program requirement. [See ss. 893.80 and 893.82(3), Stats.]