

**ADMINISTRATIVE REGULATIONS**

**TAB: Administration**

**DOCUMENT NUMBER: ARM 60-10-30**

**SECTION: Administrative Services**

**SUBJECT: Surveillance Cameras and Dissemination of Surveillance Images**

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**SUMMARY**

This document provides guidelines for the practice of installing security and surveillance camera technology installed by the Johnson County Library on Library property and the use, retention, and dissemination of the images and information captured by such cameras.

**Effective Date:**

February 8, 2024

**POLICY**

a. The Library endeavors to provide safe and secure facilities for patrons and Library employees. This regulation governs (i) installation of surveillance camera technology, (ii) use of images and information captured by surveillance cameras, and (iii) retention of surveillance footage by the Library. The purpose of installing video surveillance cameras on Library property is for security of Library patrons and staff and protecting the integrity of Library property.

**SURVEILLANCE CAMERAS & CAPTURED IMAGES**      Location of Cameras

b. Only the Library may install security cameras on exterior and interior surfaces of Library buildings and related improvements, in locations determined by the County Librarian or designee. The County Librarian is authorized to develop procedures, as necessary, to identify locations of security cameras in consultation with authorized individuals having expertise in security systems. It is intended that the surveillance cameras, once installed, are permanent fixtures of the Library, unless earlier decommissioned or removed as determined by the County Librarian or designee. Camera positions will not be changed without the permission of the County Librarian or designee. The locations for surveillance cameras are identified with the purpose of deterring theft, endangerment, vandalism, operational disruption, and to identify any individual involved in illegal activity, allegedly illegal activity, or offense of the Library's Patron Code of Behavior.

Privacy and  
Notice to  
Patrons

- c. The Library recognizes the importance of Library patrons' and staff right to privacy. Cameras will not be installed in areas of the Library: (i) with access restricted from the public and accessible primarily to Library staff and (ii) where a person has a reasonable expectation of privacy, for example, restrooms. Cameras will not be installed with the intentional purpose of identifying the contents of a person's Library materials or viewing or listening activities while in the Library. Information and images collected by surveillance cameras are not Patron Registration Information or Patron Borrowing Records, as defined in ARM 20-20-20.

Security cameras will be installed in a manner that is plainly visible to the public. Signage will be posted in a location identified by the County Librarian or designee advising the public that video surveillance is taking place on the Library premises.

Video and  
Image Access  
by Library Staff

- d. The County Librarian and staff authorized by the County Librarian will have authority to access images and information captured by video surveillance cameras. The County Librarian is authorized to develop procedures to designate personnel authorized to access the security systems.

Video recordings, as well as images obtained through archival recordings may be used internally by Library staff to identify person(s) participating in criminal or alleged criminal activity, in violation of Library policy, or actions which are considered or may be in violation of the Library's Patron Code of Behavior. Still frame images and limited video captured by surveillance cameras may be shared with authorized Library staff members to identify individuals who have had their Library privileges suspended, participated in criminal activity, or are considered a disruption to Library operations. Images and videos are only shared with the authorized Library employees when appropriate to raise awareness of safety and security concerns, or at the discretion of the County Librarian or designee.

Video and  
Image  
Retention

- e. The Library will retain surveillance footage for 30 days from the date of recording, at which time such footage will be destroyed, unless during the 30-day retention period the Library receives a third-party request, as described in Paragraph f below, or the footage contains images or information pertaining to a known

or potential security incident, in which cases the footage will be retained until resolution of the matter at issue or when it no longer has use for Library security purposes, whichever is sooner. During the 30-day footage retention period, the retained footage and images are stored on an internal server and will be accessible through archival retrieval by authorized Library staff, subject to safeguards utilized to protect data from unauthorized access.

DISSEMINATION OF  
VIDEO & CAPTURED  
IMAGES

- f. Outside inquiries from law enforcement, media, government agencies, lawyers, and other third parties regarding security footage related to particular incidents captured by surveillance will be referred to the County Librarian, and no records may be made public without express approval of the County Librarian or designee. Video, images, and information captured by surveillance cameras, may be released (i) to law enforcement when requested as part of a criminal investigation and (ii) to the extent required by valid court order, subpoena authorized under state, federal, or local law, or as otherwise required by law, including but not limited to the Kansas Open Records Act, K.S.A. 45-215, *et. seq.*, in accordance with Library ARM 10-55-11.

EXCEPTIONS FOR PUBLIC  
MEETING AND  
PROGRAMMING EVENTS

- g. This regulation does not pertain to recordings of public meetings of the Johnson County Library Board of Directors or certain recorded Library programming events, including but not limited to author speaking engagements, for example.

February 8, 2024

**ARM 60-10-30 End**