

Mukwonago Community Library
Surveillance Camera Usage Procedures
Approved 10 October 2019

I. Purpose

The library has installed surveillance cameras to monitor certain high activity areas. These areas include workstations that conduct financial transactions and areas of the library that cannot be directly monitored by library staff.

The surveillance cameras generate a record of activities in the monitored areas. In the event of illegal activities in these areas, it may be necessary to review the recordings.

This procedure details who may review the records and under what circumstances they may be viewed and/or released to police personnel.

II. Reviewing the surveillance camera recordings

- (A) In the event of suspicious or illegal activity being reported in areas covered by the surveillance cameras, a staff member may request that the Library Director or his or her designee review the recordings.
- (B) The staff member should request that the Library Director or his/her designee run the footage of the incident while they and the staff member are present.
- (C) Staff are not to review a security recording without the Library Director or his/her designee being present.

III. Reviewing the surveillance camera recordings with the authorities

- (A) In the event of suspicious or illegal activity being observed on review of the recordings, police may be contacted.
- (B) In the event that police wish to review the recordings, the same procedure used for initial review of the tape will be followed with a police officer present, i.e., a staff member should request that the Library Director or his/her designee run the recordings of the incident while they, the staff member and the police officer are present

IV. Release of the surveillance camera recordings

- (A) Upon a request by the authorities to release the recordings in order to pursue further investigations, the Library Director may release a burned CD/DVD copy to the requesting officer. The Library Director must obtain name, signature, badge number, date and time from the requesting officer and append it to the Library incident report along with the notation "Surveillance recording released to:"

- (B) Upon a request by those other than law enforcement, please refer to the *Legal Protections and Exceptions* section of the Confidentiality and Privacy Policy referring to Wis. State Statute 43.30 and under what circumstances such library records may be disclosed.

Revision History

7 June 2018: New Procedure – first draft

12 September 2019: Surveillance Camera Usage procedures approved by Library Board