

**BERKELEY PUBLIC LIBRARY
ADMINISTRATIVE REGULATIONS**

A.R. Number:	6.5
ORIGINAL DATE:	02/13/08
BOLT Resolution #:	08-14
REVISED DATE:	n/a
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SUBJECT: Use of Video Monitoring Equipment

I. PURPOSE

The Berkeley Public Library is committed to establishing and maintaining an environment that is secure and safe for both employees and library visitors, and maintaining the security of its property and facilities. This can be accomplished by establishing rules of conduct and following best security practices. The purpose of this policy is to regulate the use of security cameras and video monitors to observe and / or record activities in Library facilities to enhance security, deter crime and to aid in protecting the safety of individuals and the property of the library.

II. POLICY

Video cameras and video recording equipment may be installed on Library property, including the Central Library and the four-branch sites, as a tool to address specific security related problems, as a deterrent to criminal activity and /or to assist in the apprehension of those breaking Library rules and /or the law. Staff will review the placement of recording equipment annually. The Library will add new equipment when there is a need, as budget allows and if the facility can accommodate the technology. Likewise, the Library will reconsider equipment that is no longer meeting the criteria and conditions established by the Library. Utilizing security-monitoring equipment is an option under the following conditions:

- A vulnerable area is difficult to monitor due to staffing patterns and assignments;
- A lack of direct site lines;
- The area would be burdensome to monitor due to it's size or remoteness;
- A previous incident of a severe nature occurred at this location;
- A site experiences recurrent security related incidents.

Video surveillance for security purposes at the library is limited to locations and uses that do not violate the reasonable expectation of privacy. Such areas may include those of public usage, including the grounds, parking lots, entrances and interior hallways. Video surveillance will be conducted in a professional manner and in a manner consistent with other existing library and city policies. No audio will be recorded. Management of the video monitoring equipment by Library staff is included in the Library's Privacy Policy.

This policy does not imply or guarantee that any or all cameras will be recording images, or monitor in real time, 24 hours a day, seven days a week. Recordings are normally retained for a

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period of 30 days. Video recordings and photos obtained through the video monitoring system will be released as necessary and in accordance with applicable laws, such as in response to search warrants, court orders, requests by the police for an active investigation, or to forestall the imminent escape of a suspect or destruction of evidence.

Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances.

Library staff will develop procedures for the ongoing management of equipment, including criteria for placement of cameras at new locations.

Reviewed by: _____ Director of Library Services Date
Approved by: _____ Chair, Board of Library Trustees Date