

## 2.21 Video Surveillance

The New Braunfels Public Library strives to maintain a safe and secure environment for its patrons and staff and to responsibly guard publicly funded resources. In pursuit of this objective, selected public areas of the main library premises, the Westside Community Center and library, and the RIOmobile are under continuous video surveillance and recording. Signs disclosing this activity will be posted at library entrances at all times.

The use of video surveillance is solely for the purposes of preventing theft, ensuring the safety of patrons and staff, and identifying individuals who behave in a disruptive manner, cause damage to library property, or are otherwise in contravention of the Library's Rules of Conduct.

While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect and resource as a means of identifying and prosecuting offenders is considered worthwhile.

### I. Record Retention and Use

Images from the library surveillance system are stored digitally on hardware in the library. It is the intent of the library to retain all recorded images for a minimum of 14 days, or until the image capacity of the storage system is reached. Then, the oldest stored images will be automatically deleted by system software to create room for storage of new images.

Incidents on library premises may require the following steps to be taken:

- Video image recordings will be used to identify the person or persons responsible for library policy violation, criminal activity, or actions considered disruptive to normal library operations.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director or City Manager's office.
- Images may be shared with other library staff to identify person(s) suspended from library property and to maintain a safe and secure environment.

Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy, such as restrooms and the employee breakroom.

### II. Responsibility for and Privacy of Records

The Library Director will ensure that video surveillance is monitored when necessary to maintain a safe environment. Reception and monitoring equipment is located in the secure

and locked computer facility; access is limited to members of the Library Management Team and others only as authorized by the Library Director or City Manager's office.

Only the Library Director, IT Manager, Assistant City Manager, City Manager, and other employees and/or service providers ("Authorized Employees") designated by the Library Director or City Manager are authorized to operate the video security system. Access to video records shall be limited to Authorized Employees and service providers, when accompanied by an Authorized Employee, who shall only access such records during the course of their regular duties. Only the Library Director or the City Manager shall be authorized to release any video record to anyone other than an Authorized Employee, including, but not limited to, law enforcement personnel, media, patrons, and other persons. Library employees and service providers are to review and comply with this policy and guidelines promulgated in accordance with this policy.



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**By:** \_\_\_\_\_  
President, Library Advisory Board

**Attest:** \_\_\_\_\_  
Library Director