




Subject: LA COUNTY LIBRARY SECURITY CAMERA POLICY	Policy Number: PS-003	Pages: 8
	Effective Date: 12/15/2024	
	Approved By: 	

Introduction

“All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.” - Library Bill of Rights, Clause VII

Purpose

LA County Library has a significant interest in maintaining the safety and security of its patrons, staff, and property. Security cameras are intended to discourage illegal behavior, provide recorded footage to assist law enforcement in prosecuting criminal activity and staff in enforcing library and County policies. LA County Library is committed to providing a safe, secure, and welcoming library environment for all visitors and staff. A Video camera infrastructure is being installed at each library location to support this commitment.

The purpose of this policy is to govern the location of security cameras, provide guidelines, and identify who may access live and recorded camera footage and for what purpose. Individuals on library property, whether owned or leased, consent to the recording of security camera footage pursuant to the terms and conditions of this Policy.

Guidelines

Security cameras shall be positioned in locations determined by the County Librarian & Chief Executive Officer (e.g., LA County Library Department Head) to best accomplish the purposes of this policy and may include interior and exterior locations. Cameras will not record images in any locations where an individual has a reasonable expectation of privacy (i.e., inside restrooms, rooms reserved for nursing, etc.).

Cameras will be installed in common areas and other public areas. These areas include, but are not limited to, areas such as lobbies, service desks, stacks, hallways, meeting rooms, seating areas, outdoor spaces including patios, parking lots, and parking garages. Cameras will not be installed in areas where there is a reasonable expectation of privacy including restroom interiors.

Cameras are not positioned to identify information about the regular use of the library or library materials by customers. Cameras are not installed with the intention of capturing

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the routine work of staff, except as it relates to safety and security, theft or property loss or other legitimate business interests. Video and surveillance footage and images may also be used for other workplace related purposes, as permitted by law.

LA County Library will only use information collected from the cameras for authorized purposes. LA County Library is not responsible for theft, loss, or damage of personal property. Collected information shall not be used for discriminatory purposes including, but not limited to, factors such as race, ethnicity, political opinions, religious or philosophical beliefs, trade union membership, gender, gender identity, disability status, and/or sexual orientation.

Video Footage

Video footage may not be continuously monitored, and individuals should take appropriate precautions for their safety and security of their personal items. Authorized LA County Library employees and security staff may routinely or periodically view live or recorded video feeds to manage safety and security.

Access to Archived or Recorded Video

Access to archived video is restricted to the Library Executive and Administration team, Community Library Managers, the Library Safety and Security, and Information Technology team members with an authorized login. Access to recorded or archived video is strictly limited for the purposes of reviewing or investigating incidents related to security and safety, or other legitimate business purposes as permitted by law. The general public will not be allowed to view live security camera footage or have access to recorded or archived footage.

Retention

Video footage is retained for 15 days before being overwritten by newly recorded footage.

Signage

Signs indicating “Security Cameras in Use” will be posted at library entrances informing the public and staff that security cameras are present.

Use and Disclosure of Video Footage

No video recordings or images shall be released without prior authorization by the County Librarian & Chief Executive Officer (e.g., LA County Library Department Head) or

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designee, or subject to review by County Counsel, as needed. The County Librarian & Chief Executive Officer may use live and recorded footage solely for the purposes of enforcing and administering library and County policies. Other staff members with authority to view live and/or recorded footage may do so subject to restrictions or limitations imposed by the County Librarian & Chief Executive Officer. Following an incident involving LA County Library operations or staff, video footage or stills may be made available to external law enforcement agencies for investigative purposes. Law enforcement officials may review footage pursuant to a subpoena, court order, or as required by law involving imminent danger to public health and safety. Any other requests for release of footage from other agencies or the public must be accompanied by a court order or subpoena.

Authority

Date Issued/Review Date