

**City of Lubbock, TX
Library**

Administrative Policies and Procedures

Subject: Video Surveillance Policy **Effective Date:** 02/01/07

Approved by:  **Revised Date:** 04/01/08

City Manager



Assistant City Manager



Executive Director



Library Director

Applies to: Library Patrons/Staff

Policy: In order to maintain a safe and secure library, selected public areas of the library premises are under continuous video surveillance and recording. Signage will be posted at library entrances at all times, disclosing this activity.

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 seven days, or until image capacity of the system is reached. Then, the oldest stored images will be automatically deleted by system software to make room for new images. Typically, images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the library director.

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.

Roles and Responsibilities: *Library Director*

- Ensures that video surveillance is monitored when necessary to maintain a safe environment.

Procedures: 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 violations, 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.
- Images may be shared with other library staff to identify person(s) suspended from library property and maintain a safe and secure environment.

Checks and Balances: The supervisory staff ensures that library staff understands the video surveillance policy and procedures through training.

Forms and Required Documents: None.