



LIBRARY SECURITY POLICY

The purpose of this policy is to provide peace of mind to library users and staff and enhance the safety and security of library users, staff, and property. This policy is in force to deter public endangerment, vandalism, and mischief in unsupervised areas and, when necessary, to provide law enforcement assistance in prosecuting criminal activity.

Building Entrance/Exits

During library hours of operation:

- The front library and side meeting room doors are the primary egress in/out of the building.
- All doors will be locked when the library is closed.
- Individuals authorized to access the library when the library is closed will do so using the front meeting room door. This door is secured with a lock that requires a 4-digit access code, changed monthly.
- An inventory of keys will be conducted in person annually.

Security Camera

The library's security camera system will be used only for the protection and safety of library visitors, employees, assets, and property, and to identify persons breaking the law or violating the library's *Guest Behavior Policy*. At no time, will any type of sounds or voices be recorded using security cameras.

Public Notice: Signage

Signage will be posted at the library entrance, informing the public that security cameras are in use.

Security Camera Locations

Cameras may be installed in locations where individuals lack a reasonable expectation of privacy and placed in both indoor and outdoor locations. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as the restroom.

Security

The library has no obligation to monitor the cameras in real-time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The library is not responsible for the loss of property or personal injury.

Data Storage

Access to the archival footage in pursuit of documented incidents of injury, criminal activity, or violation of the library's *Guest Behavior Policy* is restricted to the Library Director and designated representative. In situations involving banned patrons, stored still images may be shared with staff system-wide. Cameras are not continuously monitored. However, circumstances such as reports of policy violations, suspected criminal activity, and destruction or theft of library resources may require such monitoring to occur. Recorded data is confidential and secured in a controlled area. Recordings will be stored for approximately 14 days unless

extended time is required as part of an ongoing investigation. As new images are recorded, the oldest images will be automatically deleted.

For investigations initiated by law enforcement agencies, recorded data from inside the Marion Community Library building will be made available to law enforcement upon the presentation of a valid court order or warrant establishing probable cause to review the data.

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