

CONRAD PUBLIC LIBRARY POLICY: SECURITY CAMERA

CAMERA USE

The Conrad Public Library currently has one security camera installed in the form of an exterior intercom system at the door on the north side of the building. The primary purpose of this camera is to allow public entrance through the back door by enabling Library staff to monitor and control incoming traffic from the circulation desk. Secondly, surveillance footage may be used to enhance the safety and security of library users, staff, and property. As such, this camera is placed in a public area where individuals lack a reasonable expectation of privacy.

This policy should be interpreted with the understanding that the image of a person within the vicinity of the library building is not protected, but anything that would identify a patron's library records is protected and held private ([Montana Code Annotated § 22-1-1101 through 22-1-1111](#)).

Signage is posted informing the public that security cameras are in use.

ACCESS AND USE OF IMAGES/FOOTAGE

The video system records movement within the visual range of the camera. Videos and/or images are stored for 30 days before being automatically deleted. Should a recording be required for a longer period of time, it must be archived manually by the Library Director.

Confidentiality and privacy matters protect security camera footage that contains personally identifying information about library users. Only designated Library leadership may have access to recordings which may be used in pursuit of documented incidents of criminal activity, violation of library policies, or actions considered disruptive to normal library operations. If the Library receives a request from the general public to inspect security camera footage, they will be advised to file a complaint with the Conrad Police Department.

The Library may share recorded security camera footage with law enforcement if:

- Permission is granted by any identifiable library users contained in the records
- An officer presents a warrant or court order for specific video surveillance recordings
- A subpoena is received directing the library to provide specific video surveillance recordings

Any form of unauthorized capture, digital or otherwise, is strictly prohibited. Nobody may personally download recorded footage, capture a recorded or live image by photograph, or make video copies of security camera recordings or live footage.

Approved by the Conrad Public Library Board of Trustees: February, 22, 2024