

Lafayette Public Library Security Camera Policy

Security Cameras

The Lafayette Public Library (“LPL”) uses security cameras to enhance the safety and security of library users, staff and property by discouraging violations of the Library’s Patron Behavior Policy and Lafayette City-Parish Consolidated Government (“LCG”) Policies and Procedures Manual (“PPM”), and when necessary, to provide law enforcement and/or other LCG departments assistance in prosecuting criminal activity or clarifying incidents involving staff or patrons.

SECURITY CAMERA PURPOSE AND PLACEMENT GUIDELINES

1. Visible video recording cameras will be used in public spaces at Main and Regional Facilities to discourage criminal activity and violations of the Library’s Patron Behavior Policy and LCG PPMs. If deemed necessary by the Library Director or his/her designee, visible video recording cameras may be added to other locations, such as small branches and warehouse facilities, to aid in asset protection and to discourage criminal activity. Audio will not be recorded.
2. Cameras will be installed in outdoor and indoor places where the Library Director determines that they are necessary to further the purposes of this Policy. Examples include, without limitation, public common areas of the library such as parking lots, entrances, exits, seating areas, stairwells, hallways, book stacks, delivery areas, service desks, public meeting and conference rooms, and areas prone to theft, damage or misconduct, or where money is stored or handled. Camera locations shall not be changed or added without the permission of the Library Director or his/her designee.
3. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms.
4. Signs will be posted at all entrances informing the public and staff that security cameras are in use.
5. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. The Lafayette Public Library is not responsible for loss of property.
6. Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for no longer than 30 days per LPL’s records retention schedule. After 30 days, new video images are automatically recorded over the oldest then-existing images.

USE/DISCLOSURE OF VIDEO RECORDS

1. Access to the archived footage in pursuit of documented incidents of injury, criminal activity, or violations of the Library’s Patron Behavior Policy or LCG PPMs is restricted to the following designated individuals: the Library Director, Library Operations Manager, Library Administrator, Branch Managers, Department Heads, and the LCG Legal Department (including Assistant City-Parish Attorneys) (collectively, the “Authorized Individuals”).

2. The Authorized Individuals may access real-time images, viewable on desktop monitors placed in secure areas to ensure private access. The frequency of viewing and the amount of video viewed will be limited to the minimum needed to give assurance that the system is working or to ascertain if footage is available relative to a crime or casualty committed on or about the premises of any library facility. The Authorized Individuals may also remotely access interior and exterior real-time images during hurricanes, flood events, or other events where damage to property may occur (parades, festivals, downtown events, etc.).
3. Access to footage by law enforcement and the LCG Risk Management Department is allowed when requested in connection with the investigation of any crime or casualty occurring on or about the premises of any library facility.
4. Except as otherwise provided herein, the LPL will provide access to or allow the inspection of video surveillance footage only pursuant to a valid, properly served subpoena or court order, or where otherwise required by law.
5. The LPL will not maintain video images if no criminal activity or policy violation has occurred or is being investigated. At the discretion of the Library Director or his/her designee, the LPL will preserve video images for law enforcement or the LCG Risk Management Department in connection with an investigation by either when provided with request for the same.
6. Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property or actions considered disruptive to normal library operations as delineated in the Library's Patron Behavior Policy.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

Except as provided herein, or where specifically required by law, the Library will not allow the inspection or viewing of security camera footage by members of the general public.

DISCLAIMER OF RESPONSIBILITY

A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the LPL's official website. Questions from the public should be directed to the Library Director.

The LPL disclaims any liability for use of the video data in accordance with the terms of this policy.