

# Security Camera Policy

Revised 2.10.26



## I. Policy Statement

Greenwood Public Library places a high value on creating a safe environment for staff and patrons alike. We understand the dangers inherent in being a public building, and have installed security cameras both inside and outside the building. The purpose of the cameras is to discourage vandals or thieves and to assist police in the apprehension of suspects if an incident were to take place. Staff also monitor these camera feeds to be able to better supervise a large facility and hard to see areas.

## II. Security Camera Purpose and Placement

- Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms, private offices, or staff break rooms. Cameras will be placed in indoor and outdoor areas.
- Cameras will not be positioned to identify a person's reading, viewing, or listening activities in the Library.
- Cameras are not installed for the purpose of monitoring staff performance and will not be used for the purpose of routine staff performance evaluations.
- Cameras are not continuously monitored and therefore individuals should continue to take appropriate precautions for their safety and for the security of their personal property.

## III. Use and Disclosure

Security video footage is digitally recorded and stored for approximately two weeks. When video footage is requested, administration will consult as needed with local law enforcement and/or our attorney to determine the best next step in releasing that footage. If footage is available, requested photos/video may be saved and transmitted. The final decision will be communicated to the patron or agency involved by the Director.

Only the Executive Director, Community Relations Specialist, and Office Assistant are able to play back and search stored video.

Approved by the GPL Board of Trustees

2/10/2026  
Date

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
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