

## Security Camera Policy



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 these 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.

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 Director, Assistant Director, and Head of Operations are able to play back and search stored video.

A handwritten signature in black ink, consisting of a large, stylized initial 'L' followed by a long horizontal line.

---

Approved by the GPL Board of Trustees

8/13/2024

Date Approved