

BOARD OF TRUSTEES POLICY

Video Surveillance Policy #5 Original: October 3, 2016

**Tipp City Public Library
11 East Main Street
Tipp City OH 45371**

The Tipp City Public Library employs a video surveillance system to assist in protecting our resources and providing security for our patrons.

The purpose of video surveillance of the Tipp City Public Library is to assist in deterring theft or destruction of the library materials, as well as the personal property of library clients, and to assist the staff in monitoring unauthorized entry into the Tipp City Public Library or unacceptable activity within.

Security camera screen shots, video clips, and/or printouts of security camera screen shots may be stored for a period not to exceed thirty days unless the materials are retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the library director or the Library Board of Trustees.

Access to video surveillance content is limited only to those authorized by the library director and the Board of Trustees.

Video surveillance will be conducted in a professional, ethical and legal manner. Anyone with access to the system will receive a copy of this policy and must provide acknowledgment that they have read and understand its contents.

This policy should in no way be used to violate the standards of freedom of access to our libraries or library materials as defined in the ALA Library Bill of Rights.