

## VIDEO SURVEILLANCE POLICY

Selected areas of the Library are equipped with video cameras for the protection and safety of customers, employees, assets, property, and to identify persons breaking the law or violating the Library's Code of Conduct. Signage is posted on the front entry windows with other information.

Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances including 65O.S.§1-105.

The Library Director or designee is authorized to access the recorded archival data in pursuit of incidents and violations of the Library Code of Conduct. All requests for security camera footage or still photographs by law enforcement will be referred to the Library Director. In the event of a search warrant, Library Staff will comply with the search warrant and notify the Library Director.

Confidentiality and privacy issues prohibit the general public from viewing security camera footage.

Video footage will be retained for a limited time based on the video storage capacity. Any decision to retain recorded footage past that timeframe will be specifically documented and approved by the Library Director or designee.