

Black Creek Village Library Security Policy

The Library will monitor public behavior using staff and security equipment subject to provisions of Wisconsin State Statute 43.30.

Security cameras are used to enhance the safety and security of library users and staff. Video cameras may be located in indoor or outdoor locations where individuals lack a reasonable expectations of privacy. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy such as private offices or restrooms. Signage disclosing video surveillance will be posted at the Library entrance. Images from the library surveillance system are stored digitally on hardware stored at the Library. It is the intent of the Library to retain all recorded images for a maximum of 30 days or until image capacity of the system is reached. Then, the oldest stored images will automatically be deleted by system software to make room for new images.

When an incident occurs on Library premises:

- Video image recordings will be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
- Video recordings may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents can be retained and reviewed in accordance with records retention requirements.
- Images may be shared with other Library staff to identify person(s) banned from Library property and to maintain a safe and secure environment.

Use/Disclosure of Video Records:

- Video records may be used by individuals authorized under this policy or law enforcement to identify the person or persons responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations
- Video records may be shared with other library staff upon approval of the Director when to identify person(s) suspended from library property and to maintain a safe, secure and policy-compliant environment.

All requests for security camera footage or still shots by law enforcement will be referred to the Library Director. State Statutes carefully define law enforcement officials' authority to view surveillance data:

- a. 43.30(5)(a) Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under control of the library.
- b. 43.30(5)(b) If a library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.

General Public Requesting Access to Security Camera Footage

Confidentiality/privacy issues prohibit the general public from viewing security camera footage that contains patron information. If the library receives a request from the general public to inspect security camera footage which contains patron information, the general public will be advised to file a police complaint.

Any staff member may contact the Black Creek Police Department and Outagamie County Sheriff's Department at any time to preserve her or his own safety, the safety of patrons, or for assistance in enforcing policy and preserving the Library environment.

Any staff member who observes serious danger or overt criminal behavior will contact Black Creek Police Department or Outagamie Sheriff's Department and the patron(s) may be banned immediately from the library. Violating federal, state, or village ordinance is not allowed in the library. Examples include, but are not limited to:

- i. Fighting or combative behavior,
- ii. Exhibitionism,
- iii. Any sexual behavior regardless of if it is unwelcome or consensual,
- iv. Threats,
- v. Refusal to leave when asked,
- vi. Physical abuse,
- vii. Stalking,
- viii. Possession of illegal drugs,
- ix. Possession of firearms or other weapons that pose a threat to staff or the public,
- x. Child pornography,
- xi. Theft, including theft of library materials,
- xii. Vandalism, or
- xiii. Intentional entry into restricted areas of the building or tampering with any library security equipment.

Individuals may be banned from the Library for any length of time at the discretion of the staff member present or the Director for any behavior that violates library policies or interferes with the with the normal operation of the library. When an individual is banned, that person and the Police will be notified. Should a banned individual return to the Library, staff will contact the Police. Staff will contact parents and guardians of evicted juvenile patrons whenever possible. Refusal to identify oneself under these circumstances is grounds for contacting the Police. Staff have the right to take photographs of patrons as needed to identify them for security purposes.