

SECURITY CAMERA POLICY

The Caldwell Public Library employs surveillance cameras as a measure to preserve a safe and secure environment for our patrons and staff. These devices are intended to help protect library materials and property from theft and vandalism and to assist law enforcement officials in identifying individuals who may be in violation of the law or of the Library Rules of Conduct policy.

Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, entrances, seating areas, service desks, and areas prone to theft or misconduct, or areas where money is stored or handled. To protect Library patrons' privacy, all efforts are made to avoid capturing private information that may be seen on computer screens. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms or private offices.

Security camera footage are public records that may be subject to disclosure under the Idaho Public Records Act, as set forth in Idaho Code Title 74, Chapter 1. Public records requests for security camera footage will be processed in accordance with the Idaho Public Records Act. Access is also allowed by law enforcement when pursuant to a subpoena, court order, in support of criminal investigation, or when otherwise required by law. Access to security camera footage will be restricted to the Library Director and their designees. Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for no longer than 30 days. As new images are recorded, the oldest images will be automatically deleted.