

ROLLA PUBLIC LIBRARY

SUBJECT: Video Surveillance

BOARD

Approved: 03/19/2026

POLICY

The Rolla Public Library strives to maintain a safe and secure environment for the public and staff. In pursuit of this objective, selected public areas of the library are under continuous video surveillance and recording. This policy is in force to deter theft, vandalism, disturbances, and/or policy violations in unsupervised areas and to identify those individuals involved in such activity for law enforcement purposes. The video security system shall be used only for the protection and safety of patrons, employees, assets, property, and library operations.

Signage in Areas under Surveillance: The public will be notified using clearly worded signs prominently displayed at the main entrance and other areas that library premises are under video surveillance. However, the absence of such signage will not affect the validity of, or operation of, the video surveillance system.

Security Camera Locations: Reasonable efforts will be made to safeguard the privacy of the public and staff. The video security cameras will be positioned to record only those areas specified by the Library and will complement other measures to maintain a safe and secure environment in compliance with library policies. Cameras may be installed in locations where the public and staff would not have an expectation of privacy. Examples include common areas of the library such as entrances, near book and media collections, public seating, computer areas, delivery areas, hallways, exits and outdoor areas around the library. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy nor to reveal the specific material which a person may elect to read, view or listen to while in the library.

Use of Video Records: For purposes of this Policy, the term "video records" includes still shots, streaming live and recorded video and selected portions of recorded data.

- Video records may be used by library staff or law enforcement personnel (i) to identify, prosecute or take other action against the person or persons responsible for library policy violations, damage to library property, criminal activity on or near library property or actions disruptive to normal library operations or (ii) to identify and take action with respect to any person who had been previously suspended from or denied access to library property.
- Video records may be used by library staff for the purpose of assessing risks or other problems and establishing new policies or rules and regulations related to the operation and use of library and to maintain a safe and secure environment.
- Video records may be used by law enforcement personnel for law enforcement purposes.

Disclosure of Video Records

Pursuant to Missouri law, all Recorded Video that identifies a person or persons as having requested, used, or borrowed Library material and/or identifying the names of Library users are confidential and will not be disclosed except as permitted by Section 182.817, RSMo. Except as otherwise required by applicable law or provided herein, Recorded Video is for internal use and is not available for viewing by

the public. All requests from external sources to the Library for the release of Recorded Video shall be coordinated through the Library Director, or designee.

2.3.1 The Library shall comply with any search warrant, lawfully issued subpoena, or court order requiring release of Recorded Video to the extent that the Recorded Video sought has been retained. The Library will respond to public records requests for Recorded Video in accordance with the provisions of the Missouri Sunshine Law, Sections 610.010 – 610.035, RSMo.

Retention and Storage of Digital Images: Images from the library video security system are stored digitally in the cloud with the library's security system. All access to this online system shall be made secure and accessible to only the Library Director or designee to avoid access or tampering by unauthorized persons.

Logs showing access to and use of recorded data will be kept by any person accessing or using such data to provide a property audit trail.

The Library acknowledges that the Public Record Retention Schedule promulgated by the Missouri Secretary of State (GS 088) requires that "Security Camera Video Recordings" must be retained for a minimum period of 30 days and for a longer period in the following cases:

"Managers should extract significant information involving criminal or other liability issues prior to deleting video/reusing tap. Extracted video must be maintained until administrative/judicial proceedings are complete."

Recordings will be kept in accordance with the Secretary of State's Record Retention requirements or the library's approved records retention schedule, whichever is longer.