

FINDLAY - HANCOCK COUNTY
PUBLIC LIBRARY

FINDLAY-HANCOCK COUNTY PUBLIC LIBRARY
VIDEO SURVEILLANCE POLICY

The Findlay-Hancock County Public Library encourages and supports lifelong reading, viewing and listening in the pursuit of knowledge and joy. To ensure a safe environment for such pursuits, the library may use video surveillance in areas including those of public use, parking lots and grounds. Video surveillance will be used within the following guidelines:

- Video surveillance will not be monitored in real time, 24 hours a day, 7 days a week.
- Images are recorded and will be saved for 7 days.
- Video surveillance may be viewed by library administration or library security staff to investigate a suspected crime or violation of the library's Code of Conduct by library patrons.
- Video surveillance may be viewed by library administration to investigate a suspected violation of Library's Personnel Policy by library staff.

Video surveillance is for use by library staff and will only be provided to law enforcement if the library initiates a police report for a crime committed on library property or if law enforcement officials provide the library with a warrant or subpoena for video surveillance from a specific time period or covering a specific incident.

Revised: May 2014

Adopted by the Board of Trustees: May 2014

Reviewed by the Board of Trustees: January 2021