



Monterey Park Bruggemeyer Library Policy	Policy Number:
	Issue Date: November 20, 2018
	Revised Date:
Subject: Library Security Cameras and Footage	Library Board of Trustees Review: 
	City Manager Approval: 
	Page Number 1 of 1

Purpose:

The Monterey Park Bruggemeyer Library operates closed circuit video cameras to enhance the safety and security of library users, staff, and property. The policy for the use of security cameras and any information obtained from security camera use is as follows:

Policy:

- 1) Cameras are meant to enhance the security and safety of library patrons, staff, and property. However, the City of Monterey Park and the Monterey Park Bruggemeyer Library do not assume any additional liability for security and safety by installing and operating such cameras. Because cameras are not continuously monitored, library patrons should take appropriate precautions for the security of their personal property.
- 2) Camera views are limited to publicly accessible areas. Not all public areas in the library, however, are within camera view. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as in restrooms or private offices.
- 3) Cameras do not intentionally focus on library or personal materials, computer screens or documents being viewed by any individual. Libraries are public places, however, and there is not a reasonable expectation of privacy in utilizing library facilities.
- 4) Cameras do not record audio.
- 5) Camera recordings may be shared upon approval of the City Manager, or designee, to maintain a safe, secure, and policy compliant environment.
- 6) As required under Government Code section 34090.6, security camera footage must be retained for one year.
- 7) Data collected from camera recordings is not considered library circulation or registration and is therefore not within the scope of Government Code section 6254(j). Members of the public may file a Public Records Request with the Monterey Park City Clerk's office in order to view or obtain a copy of security camera footage under Government Code sections 6250 through 6276.48.
- 8) If a patron believes a crime has been committed inside or outside of the library, the patron is encouraged to file a police report. Library staff is not responsible for investigating any alleged crime.
- 9) The City Manager, or designee, may allow viewing and provide copies of security camera footage to Monterey Park Police Department in connection with the investigation of an incident inside or outside the library.