

VIDEO SURVEILLANCE POLICY

Select locations in WPLS branch libraries are equipped with digital surveillance cameras for the protection and safety of customers, employees, property and to identify individual's breaking the law or violating the Rules of Customer Conduct. Video monitoring and recording will be conducted in a manner consistent with all applicable laws and ordinances. No audio recordings are collected with WPLS video equipment.

A notice is posted at each library's entrance informing the public that security cameras are in use. Reasonable efforts shall be made to safeguard the privacy of customers and employees. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restrooms or employee break rooms.

Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws. Video records may be used to identify the person or persons responsible for WPLS policy violations, criminal activity or actions considered disruptive to normal WPLS operations. Upon request by law enforcement or a member of the public, archived digital video images of WPLS external areas or indoor common areas will be released by the Executive Director without a court order provided the video footage does not disclose or lead to the disclosure of specific WPLS resources or materials loaned to or used by a WPLS customer.

Any video records indicating or which may lead to indicating which of the WPLS's resources or materials have been loaned to or used by an identifiable WPLS customer will only be released in compliance with 65 O.S. Section 105(A) of the Oklahoma Library Code. WPLS resources or materials consist of any WPLS resource available to customers, including, but not limited to, a customer's use of a specific WPLS computer, all printed materials and all digital materials.

If customers experience damage to or theft of personal property in the course of using WPLS services, customers should file a report with the appropriate law enforcement agency. Law enforcement may follow up with WPLS to obtain related camera footage which will only be released in compliance with a court order as required.

Recordings from the WPLS video security system are stored digitally on restricted hardware at the Main Office and retained up to a minimum of 28 days. No footage is stored or accessible in branch library facilities. Any records produced by the video security system shall be kept in a secure manner, and managed appropriately by the Executive Director to protect legal obligations and evidentiary values. Video records of incidents can be retained and reviewed as long as considered necessary by the Executive Director.