



Security Camera Policy

Greenfield Public Library (GPL) has security cameras that are a part of the City's network and camera system. Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Recorded surveillance will be accorded the same level of confidentiality and protection provided to Library patrons by WI statute 43.30 and the Library's policies.

Placement Guidelines:

Security cameras are strategically placed in public areas to document events involving patrons, staff, and library property safety and security. GPL respects your privacy; therefore, cameras will not be installed where individuals have a reasonable expectation of privacy, such as restrooms and private offices. They will be positioned outdoors and on the first and second floors of the library indoors. A sign will be posted at the entrance to inform the public about the use of surveillance cameras. We ensure that cameras do not capture a person's reading, viewing, or listening activities in GPL. Camera locations will not be changed without permission from the Director or the Director's designee(s).

Use of Security Camera Footage

The video surveillance system may only be accessed by those so authorized by the Library Director for bona fide technical, library, or legal reasons as determined by the State statutes. Video surveillance data are considered to be protected public library records. State Statutes carefully define law enforcement officials' authority to view surveillance data, and GPL will cooperate with law enforcement officials as permitted by WI statute 43.30(1m); 43.30 (5):

- a) "Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 under sub. (4) to libraries under subs. (2) and (3), or to law enforcement officers under sub. (5)."
- b) "Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or in part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library."
- c) "If a library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer (43.30(5)(b))."

In addition, if exigent circumstances exist, i.e., if someone's life or safety is at risk, or if the release of the records would stop a crime in progress or one about to occur, the video must be released to law enforcement.

The Library Director or their designee shall consult with the City Attorney when surveillance footage has been requested or court-ordered. The request and subsequent release of records, if any, should be documented.

Because cameras are not continuously monitored, the public and staff should take appropriate precautions for their safety and the security of their personal property.

Recorded video is stored digitally and retained for approximately 14 days. Recorded video will not be used for employee performance evaluations unless there is evidence of misconduct. Recorded data is confidential and secured in controlled areas. As new images are recorded, the oldest images will be automatically deleted.

Unauthorized Access and/or Disclosure

To the extent that surveillance footage maintained by GPL constitutes a “record” under the Wisconsin Public Records Law (Wis. Stat 19.31 – 19.39), GPL is prohibited from releasing the surveillance footage pursuant to WI statute 43.30(1m). Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. Recordings shall only be disclosed for the purpose of any investigation into criminal activity. Only the police may review security footage. If the Library receives a request from the general public to inspect security camera footage, the requester(s) will be advised to file a police complaint.

A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to inform the Library Director of the breach immediately.