



Naples Library Video Surveillance Policy

The purpose of this Policy is to outline guidelines for the responsible use of security cameras owned and operated by Naples Library. This policy seeks to balance the safety and security of the community with the privacy interests of all employees and visitors. Video recording cameras will be used in public spaces of library locations to discourage criminal activity and violations of the library's Code of Conduct. Signs are posted within the library to make visitors aware that Naples Library uses security cameras in it's building, stating "The Naples Library uses video surveillance equipment to gather information that may be used to prosecute, or investigate instances of theft, vandalism, or public endangerment". Surveillance footage is used solely to advance legitimate public safety and security interests, including:

- Protection of individuals, property and buildings
- Investigation of criminal activity on library grounds
- Monitoring of building access
- Confirmation of security and safety alarms

A live feed of security camera footage is available to library staff on duty at all times. Recorded video surveillance is only available to the Library Director, and upon request, to the Library Board of Trustees. Requests to view recorded footage will not be granted to law enforcement except upon presentation of a subpoena or court order or when otherwise required by law. Requests to view recorded footage will not be granted to the general public. Recorded data is confidential and secured in a controlled area. Video recordings will be stored for one week, provided no criminal activity or policy violation has occurred or is being investigated. Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations as delineated in the library Code of Conduct.

Violations of these policies and rules by Library employees are subject to discipline, up to and including termination.

This policy may be amended by the Naples Library Board of Trustees at any time. Adopted by the Naples Library Board of Trustees on 11/17/2021.