

Title:	Use of Video Surveillance Policy	
Policy Type:	Operational	Policy Number: 300-24
Approval By:	Resolution Number RB 2012-05-16	
Revised Dates:	April 26, 2021; April 2018; May 16, 2015, January 29, 2024	
Review Date:	April 2027	

PURPOSE:

This policy ensures that the Library:

- complies with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and its regulations, notwithstanding the specific applications outlined in this policy;
- establishes guidelines and procedures for using video surveillance equipment on any property and/or building owned or operated by the Library.

SCOPE:

This policy applies to video surveillance at all owned or leased Library facilities.

POLICY STATEMENT:

In the interest of the safety and security of library facilities and all who enter, the responsible guardianship of publicly funded resources, and the most effective use of staff time, video surveillance cameras have been or may be installed in vulnerable areas of the Library's facilities.

The video surveillance cameras will complement other measures to ensure a safe and secure environment for the public and staff. The video cameras will be positioned to record only those areas deemed necessary by the CEO. Recorded data at the James L. McIntyre Centennial Library is stored on a hard drive located in the secure and locked Server Room. Management must request the recorded data from the Algoma District School Board Plant Department for the North Branch.

Signage In Areas Under Surveillance

- The public will be notified, using clearly worded signs displayed at the perimeter of the video surveillance areas so that visitors have adequate warning that surveillance is or may be in operation before entering any area under video surveillance.

Use Of Video Surveillance Equipment

- is limited to members of the Library's management team and others as authorized by the CEO or designate.
- The CEO, members of the Management Team, and the Library's contracted security services are the only staff authorized to monitor and operate the video surveillance equipment.
- Access will only be given to any agency or individual, e.g. police, retained by the Library to use the information gathered for investigative purposes in order to perform duties related to their job. Only authorized Library staff may give the above mentioned access.

Use Of Records

The information recorded on the equipment will only be used under the following circumstances:

- Viewed for police reportable events e.g. theft, vandalism.
- Viewed for administrative actions e.g. viewing incidents that may lead to banning individuals from the facility, due to cases of public endangerment, vandalism, theft, or violation of the Library Policies or procedures.
- Records will be viewed to investigate a pre-defined occurrence including incidents and accidents.
- Normal retention period for records will be the length of recording that the storage device can hold. The recordings will then be deleted and new images will be recorded onto the device unless required for evidence. Records required for evidence shall be saved and stored securely as long as required. A log related to the disposal of such records shall be kept.

Training

- All Library staff trained in the use of surveillance equipment will be made aware of their obligations under the Protection of Privacy Act.

Privacy Breach

- Any inadvertent disclosure of personal information must be reported immediately to the CEO.

Compliance

- Failure by staff to comply with this policy may result in disciplinary action.

Samples of all logs and forms required to be in compliance with this policy have been attached to this policy as:

Appendix I – Log Sheet for Viewing of Recorded Images

Appendix II – Log Sheet for Recorded Images Removed For Approved Purpose

Appendix III – Video Security Surveillance System Storage Device Release Form

RELATED POLICIES

300-02 Records Management and Protection of Privacy Policy

300-07 Exclusion, Reinstatement and Appeals Policy

400-01 Electronic Monitoring Policy

300-09 Rules of Conduct Policy

APPENDIX I Video Security Surveillance System Storage Device Release Form

Date	Time	Storage Device I.D. No.	Form No.
Branch	Location of Storage Device ___ In-Use ___ Used	Type of Device ___ DVD ___ Flash Drive ___ Other	
Name of Authorized Individual Releasing Storage Device		Signature	
Name of Individual Taking Custody of Storage Device (Print)		Signature	
Position	I.D. or Badge Number	Organization and Telephone Number	
Purpose of Reason for Release:			
Disposition Following User: ___ To be destroyed ___ Other (Specify) ___ To be returned to Library			

An individual Storage Device Release Form is to be completed for each device to be released. Copies to be made and distributed as required.

APPENDIX II Log Sheet for Viewing and/or Removing Recorded Images

Log Sheet for Viewing and/or Removing Recorded Images													
Year:													
	Date Viewed (mm/dd/yy)	Date Recorded (mm/dd/yy)	Date Removed (mm/dd/yy)	Tape No.	Camera	Surveillance Period	Type of Incident	Incident Saved to Computer/DV D/Flash Drive	Name of Person Reviewing Recording	Police Notified of Incident	Officer Name Badge/Officer No.	Name of Person Releasing Recording	Notes
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