



Uintah County Library Security Camera Policy

POLICY STATEMENT

The Uintah County Library (UCL) affirms the fundamental right of all people to access library materials and services. The UCL upholds the principles of intellectual freedom, ensuring equitable access regardless of age, origin, background, or views.

1. PURPOSE AND SCOPE

- 1.1. The Uintah County Library is committed to providing a safe, secure, and welcoming environment for all patrons, staff, and visitors, while protecting privacy rights and upholding the confidentiality principles that are fundamental to library services. This Security Camera Policy establishes guidelines for the installation, operation, maintenance, and use of video surveillance systems within Uintah County Library facilities.
- 1.2. Security cameras are installed and operated for the narrow purpose of enhancing the physical security of the library, its property, staff, and patrons. The surveillance system serves to deter violations of the Library's Code of Conduct, assist in investigating incidents, protect library assets, and, when necessary, provide assistance to law enforcement in addressing criminal activity.
- 1.3. This policy applies to all security camera systems deployed across all Uintah County Library-owned and leased properties. This policy does not apply to cameras used for non-surveillance purposes such as educational programming, research, or public events.

2. AUTHORITY AND RESPONSIBILITY

- 2.1. The responsibility for the security camera system rests with the Library Director or their designated representative, who operates within the framework of policies determined by the Uintah County Library Board of Directors. The Library Director has the authority to make decisions regarding camera placement, access to recordings, and compliance with this policy.
- 2.2. The IT Director serves as the technical administrator for the surveillance system and works in coordination with the Library Director to ensure the proper operation and security of the data.
- 2.3. **Technical Administration Responsibilities**
The IT Director and authorized IT staff are responsible for:
 - 2.3.1. Technical maintenance and operation of surveillance equipment.

- 2.3.2. Data exports and technical transfers are authorized by the Library Director or requested by law enforcement officers.
- 2.3.3. Ensuring data security and system integrity.
- 2.3.4. Coordinating with the Library Director on all matters involving access to or release of surveillance recordings.

3. CAMERA PLACEMENT AND INSTALLATION GUIDELINES

3.1. Location Criteria

Security cameras may be installed in the following locations:

- Public entrances and exit areas.
- Main circulation areas and lobbies.
- Computer areas and open study spaces.
- Conference Rooms.
- Maker Space.
- Children's areas (positioned to monitor general safety only).
- Staff work areas where public interaction occurs.
- Exterior building perimeters.
- Parking areas.
- Book Mobile.

3.2. Prohibited Locations

Security cameras shall NOT be installed in areas where patrons and staff have a reasonable expectation of privacy, including:

- Restrooms and changing areas.
- Private study rooms.
- Staff break rooms and private offices.

3.3. Installation Standards

- 3.3.1. Cameras shall be positioned to monitor only designated public areas.
- 3.3.2. Camera angles shall not intentionally intrude upon neighboring properties.
- 3.3.3. Cameras shall be clearly visible to the public (no hidden cameras).
- 3.3.4. The Camera Security System will not be used for audio recording.
- 3.3.5. Camera adjustments by unauthorized personnel are prohibited.
- 3.3.6. Camera views may inadvertently record screen data. Recordings will be image-

viewable but not data-viewable.

4. NOTICE AND SIGNAGE REQUIREMENTS

- 4.1. Clear and conspicuous signage shall be posted at all public entrances stating that the Uintah County Library is actively using video surveillance.
- 4.2. Signs shall be:
 - Clearly visible and readable.
 - Posted at all main entrances.
 - Available in appropriate languages as determined by community demographics.
 - Maintained and updated as needed.

5. DATA MANAGEMENT AND RETENTION

5.1. Retention Schedule

- 5.1.1. In accordance with Utah General Retention Schedule GRS-2021 (Surveillance recordings), video recordings shall be retained as follows:
- 5.1.2. **Standard retention:** Recordings are retained up to 14 days from the date of recording.
- 5.1.3. **Current practice:** Recordings are automatically overwritten after approximately two weeks due to storage limitations on the server.
- 5.1.4. **Extended retention:** Recordings are retained for an extended period only when specifically preserved for ongoing investigations, legal proceedings, or as evidence of policy violations.

5.2. Storage Requirements

- 5.2.1. All surveillance data must be stored on secure servers.
- 5.2.2. Data shall be encrypted and protected from unauthorized access.
- 5.2.3. Automatic deletion processes shall be implemented to ensure compliance with retention schedules.
- 5.2.4. Storage capacity limitations shall be documented and regularly assessed.

5.3. Data Preservation

- 5.3.1. Video recordings may be preserved beyond the standard retention period only under

the circumstances outlined in section 5.1.3 above, or upon receipt of a valid court order or subpoena.

- 5.3.2. When requested within the retention period, recordings may be saved to external media for investigative purposes.

6. ACCESS AND USE RESTRICTIONS

6.1. Authorized Personnel

Access to live monitoring and recorded surveillance data is limited to:

- 6.1.1. Library Director.
- 6.1.2. Designated library supervisory staff (as authorized by the Library Director).
- 6.1.3. IT Director and IT staff, as authorized by the IT Director (for technical administration only).
- 6.1.4. Law enforcement personnel (under circumstances specified in Section 7 of this policy).

6.2. Monitoring Guidelines

- 6.2.1. Recorded footage shall only be reviewed for specific incidents or investigations.
- 6.2.2. Personal use of surveillance data is strictly prohibited.

6.3. Viewing Procedures

When surveillance recordings must be reviewed:

- 6.3.1. Viewing must be conducted by authorized personnel only.
- 6.3.2. Viewing must occur in a private, secure location.
- 6.3.3. The purpose and outcome of the review must be documented.
- 6.3.4. Multiple staff members should be present when possible to ensure accountability.

7. LAW ENFORCEMENT AND LEGAL COMPLIANCE

7.1. Law Enforcement Access

The Library will provide surveillance data to law enforcement only under the following circumstances:

- 7.1.1. Upon presentation of a valid court order or subpoena.

- 7.1.2. During active criminal investigations with proper legal authorization.
- 7.1.3. In exigent circumstances involving immediate danger to persons or property.
- 7.1.4. When required by applicable federal, state, or local law.

7.2. Coordination for Law Enforcement Requests

When law enforcement requests surveillance data that may involve both County camera systems and Library camera systems:

- 7.2.1. The IT Director may receive initial requests from law enforcement for video footage.
- 7.2.2. For any footage originating from Library cameras, the IT Director shall coordinate with the Library Director to ensure compliance with this policy and applicable legal requirements.
- 7.2.3. The IT Department will perform technical exports of surveillance data as authorized by the Library Director.

7.3. GRAMA Compliance

Surveillance recordings are subject to the Utah Government Records Access and Management Act (GRAMA). The Library and IT Department will:

- 7.3.1. Respond to legitimate GRAMA requests within required timeframes.
- 7.3.2. Protect individual privacy to the fullest extent permitted by law.
- 7.3.3. Provide documentation of retention policies when requested.
- 7.3.4. Consult with legal counsel when necessary regarding disclosure requirements.

8. PRIVACY AND CONFIDENTIALITY PROTECTIONS

8.1. Patron Privacy Rights

- 8.1.1. Surveillance cameras shall not be used to monitor or identify the reading, research, or information-seeking activities of individual patrons.
- 8.1.2. Video data shall not be used to compile profiles of patron behavior or activities.
- 8.1.3. Access to surveillance data for non-security purposes is prohibited.
- 8.1.4. A reasonable expectation of privacy will be maintained in appropriate areas.

8.2. Staff Privacy Considerations

- 8.2.1. Staff members will be informed of the locations and purposes of the cameras.

8.2.2. Surveillance data involving staff members will be handled with appropriate confidentiality.

8.2.3. Staff access to surveillance data for personal reasons is prohibited.

8.3. Confidentiality Standards

Surveillance recordings shall be accorded the same level of confidentiality and protection provided to library users by Utah state law and UCL's Patron Information Confidentiality Policy.

9. COMPLIANCE AND VIOLATIONS

9.1. Policy Violations

Violations of this Security Camera Policy may result in:

- 9.1.1.** Disciplinary action for staff members.
- 9.1.2.** Restriction or suspension of library privileges for patrons.
- 9.1.3.** Termination of contracts or services for contractors or vendors.
- 9.1.4.** Referral to law enforcement when appropriate.
- 9.1.5.** Civil or criminal liability as determined by applicable law.

9.2. Misuse of System

- 9.2.1.** Unauthorized access, tampering with equipment, tampering with surveillance data, or misuse of surveillance data by any individual (including but not limited to library staff, county employees, contractors, patrons, or members of the public) will result in the consequences outlined in section 9.1 above.
- 9.2.2.** Data tampering includes but is not limited to unauthorized deletion, modification, copying, or alteration of surveillance recordings or system logs.

10. POLICY REVIEW AND UPDATES

10.1. This Security Camera Policy shall be reviewed annually by the Library Director and updated as necessary to reflect:

- 10.1.1.** Changes in technology.
- 10.1.2.** Updates to applicable laws and regulations.
- 10.1.3.** Modifications to Utah General Retention Schedules.
- 10.1.4.** Best practices in library security and patron privacy.

10.1.5. Recommendations from the Uintah County Library Board of Directors.

11. PROCEDURES FOR ADDRESSING CONCERNS

11.1. Patron Concerns

Patrons who have questions or concerns about the Library's security camera policy may:

11.1.1. Discuss concerns directly with the Library Director.

11.1.2. Submit written concerns to the Library Director.

11.1.3. Request review by the Uintah County Library Board of Directors if not satisfied with the Director's response.

11.2. Complaint Process

11.2.1. Written complaints regarding this policy should include:

- Specific nature of the concern.
- Date and time of alleged incident.
- Any relevant details or evidence.
- Contact information for follow-up.

11.2.2. The Library Director will respond to written complaints within 10 business days. Appeals may be submitted to the Library Board of Directors within 30 days of the Director's response. The Board will review and provide a written response accepting or rejecting the grievance within 60 days of receipt. The Board's decision on the matter shall be final.

12. SYSTEM DOCUMENTATION

The Library shall maintain:

- Accurate diagrams of camera locations.
- Documentation of system capabilities and limitations.
- Records of access to surveillance data.
- Training records for authorized personnel.
- Regular reviews of system operation and policy compliance.

This policy is consistent with Utah General Retention Schedule GRS-2021 (Surveillance recordings), Utah Code provisions regarding records management and privacy, and professional library standards for balancing security needs with patron privacy rights.

This policy supersedes all previous versions and will be reviewed every three years or as needed.

Approved by the Uintah County Library Board of Directors.

DATE CREATED: November 6, 2020

DATE APPROVED: November 20, 2020

DATE AMENDED: October 15, 2025

DRAFT