

## **Waterloo Public Library**

### **SURVEILLANCE CAMERA POLICY**

The Waterloo Public Library uses surveillance cameras in some locations to monitor behavior.

Images captured by the Library's surveillance cameras are regarded as public records, unless such images violate the confidential status of a patron's checked out materials or requests for information.

The Library shall make a reasonable effort to retain the surveillance images for a period of approximately seven days. All requests for images must go through the Library director. Requests can be made in person, over the telephone, and electronically. Requests should include the date and time the image would have been captured, along with any other pertinent information. The recipient of the record must provide name, address, and telephone number in order to facilitate effective communication regarding the request.

There is a \$25 charge to capture the time period specified and to record images on the disc. The record must be made available within twenty calendar days.

**Amended by Board of Trustees. 6/13/11**

**Reviewed by Board of Trustees. 02/09/09**

**Approved by Board of Trustees. 9/08/08**