

Minocqua Public Library Security Camera/Video Surveillance Policy

I. Purpose of Policy

The Minocqua Public Library's mission is to enrich our community by providing a welcoming and vibrant environment where all ages can explore, learn, grow, and connect. The Library strives to offer an atmosphere where people can use Library resources and facilities in safety and comfort.

In support of this mission, security cameras are in use at the Library for the narrow purpose of enhancing the physical security of the Library, its property, staff, and library users. This policy establishes guidelines for the placement and use of cameras, as well as the access and retrieval of recorded images.

II. Security Camera Placement Guidelines

Security cameras will be used in public places to document events involving the safety and security of library users, staff, and Library property. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices.

Cameras are not positioned to identify a person's reading, viewing, or listening activities in the Library.

Notices are posted informing the public and staff that cameras are in use.

III. Use of Security Cameras

Cameras are neither continuously monitored nor routinely reviewed. Individuals remain responsible to take appropriate precautions for their safety and for the security of their personal property. Video images are stored digitally and retained as storage space allows. As new footage is recorded, the oldest footage is automatically deleted. Sound is not recorded.

Confidentiality and privacy requirements prohibit the general public from viewing security camera footage. If the library receives a request from the general public to inspect security camera footage, the general public will be advised to file a police complaint.

Cameras are not installed for the purpose of monitoring staff performance and are not used for the purpose of staff performance evaluations.

IV. Accessing Security Camera Footage

The library has video surveillance cameras inside the building that reside on the library's network and may only be accessed by those authorized by the director or their designee for 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 official's authority to view surveillance data, and the Minocqua Public Library will cooperate with law enforcement officials as permitted by Wisconsin Statutes Chapter 43.30(1m); 43.30 (5).

Approved by Library Board: April 21, 2025