Security Monitoring Policy

Purpose
To provide authorization for the use of security monitoring devices.

Scope
Applies to all Timberland Regional Library (TRL) facilities.

Policy
As determined by the Executive Director, TRL libraries may be equipped with security monitoring devices.

A sign will be posted at the building entrance disclosing the use of security monitoring devices.

Security monitoring devices may assist in the safety of patrons and employees by allowing viewing and/or recording of activities for the detection, assessment, and deterrence of behavior that violates TRL's behavior expectations and work rules.

Provided, video recordings will not be monitored continuously and will likely only be examined in the event of a security or safety related incident.

Only the Executive Director or designees are authorized to operate security monitoring devices that may be installed in TRL libraries.

Access to recordings generated by security monitoring devices will be limited to authorized employees as designated by the Executive Director and said employees may access such records only as appropriate during the course of their assigned duties, including cooperation with police investigations. Library Managers, Public Services Managers, and Department Directors are authorized to access recordings or provide them to police as part of an investigation.

No one should assume that the presence of a security monitoring device at TRL facilities guarantee safety for persons or property at any time nor should they assume that all devices will be always functioning properly.

References
TRL Disruptive Patron Behavior Manual.

Effective 2/22/2023
Review Date 4/1/2030
Policy Number: 018
By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.