



Muehl Public Library

Your Gateway to Literacy

436 N. Main Street, Seymour, Wisconsin 54165-1021 (920)833-2725

Muehl Public Library security camera policy

The Library will monitor public behavior using staff and security equipment subject to provisions of Wisconsin State Statute 43.30.

Security cameras are used to enhance the safety and security of Library users and staff. Video cameras are located in indoor and outdoor locations. Signage disclosing video surveillance is posted at the Library entrance.

Images from the Library surveillance system are stored digitally on hardware stored at the Library. It is the intent of the Library to retain all recorded images for a maximum of 30 days or until image capacity of the system is reached. Then, the oldest stored images will automatically be deleted by system software to make room for new images.

All requests for security camera footage or still shots by law enforcement will be referred to the Library Director. If the Library receives a request from the general public to inspect security camera footage which contains patron information, the general public will be advised to file a police complaint.

When an incident occurs on Library premises:

*Video image recordings will be used to identify the person or persons responsible for Library policy violations.

*Video recordings may be used to assist law enforcement agencies in accordance with applicable state and federal laws.



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*Video recordings of incidents can be retained and reviewed in accordance with records retention requirements.

*Images may be shared with other Library staff to identify person(s) banned from Library property.

This policy was adopted by the Muehl Public Library Board of Trustees on October 4, 2021.