



VIDEO SURVEILLANCE POLICY

Bartlesville Public Library (BPL) strives to maintain a safe and secure environment for all staff and patrons. In pursuit of this objective, selected indoor and external areas of BPL premises are equipped with video cameras that are recording at all times. Signage is posted in the front entry disclosing this activity. BPL's video security system shall be used for the protection and safety of patrons, employees, assets, property, and for assisting law enforcement.

Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances including 65 O.S. § 1 -105.

Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Video cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restrooms and employee breakrooms.

Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws. Video records may be used to identify the person or persons responsible for BPL policy violations, criminal activity, or actions considered disruptive to normal BPL operations. Upon a request by law enforcement or a member of the public, archived digital video images of BPL external areas or indoor common areas will be released by the Library Director, or authorized BPL team member, without a court order provided the video footage does not disclose or lead to the disclosure of specific BPL resources or materials loaned to or used by a BPL patron.

Any video records indicating or which may lead to indicating which of BPL's resources or materials have been loaned to or used by an identifiable BPL patron will only be released in compliance with a court order as required by law and the Oklahoma Open Records Act, OKLA. STAT. tit. 51, §§ 24A.1 et seq., and the Oklahoma Library Code, OKLA. STAT. tit. 65, § 1-105, regarding confidentiality and disclosure of library records. BPL resources or materials consist of any BPL resource available to patrons, including, but not limited to, a patron's use of a specific BPL computer, all printed materials, and all digital materials.

If patrons experience damage to or theft of personal property in the course of using BPL services, patrons should file a report with the appropriate law enforcement agency. Law enforcement may follow up with BPL to obtain related camera footage if required.

Video records may be monitored by BPL staff in real time while carrying out daily operations. Only authorized employees may retrieve camera footage. Only the Library Director, or authorized employee, may release camera footage to any external source, including law enforcement.

Images from the BPL video security system are stored digitally on hardware situated in the library and retained for a limited time based on video storage capacity. Any records produced by the video security system shall be kept in a secure manner, and managed appropriately by BPL to protect legal obligations and evidentiary values. Video records of incidents can be retained and reviewed as long as considered necessary by the Library Director.