

# Muscoda Public Library Security Camera Policy

## Purpose

The Muscoda Public Library uses security cameras in both indoor and outdoor areas to discourage violations of the library's rules of conduct, to assist library staff in preventing the occurrence of any violations, and to provide law enforcement assistance in prosecuting criminal activity. Security cameras are not constantly monitored. Staff and public are responsible for their own safety and personal property. The Muscoda Public Library is not responsible for loss of property or personal injury.

## Availability of Footage

Recorded video footage shall be made available to law enforcement and library staff for the purposes of enforcing library policy or investigating a suspected criminal conduct, in accordance with Wis. Stat. § 43.30. Access to live video footage is available to on-duty staff in order to monitor current activity. Access to recorded video data is limited to the Library Director, authorized staff, and those authorized to view video data under Wis. Stat. § 43.30.

## Duration of Video Archive

Video footage will be kept as long as server space allows. As new footage is recorded, the oldest footage will be automatically deleted.

## Privacy

Library security cameras record video images only. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as in restrooms and staff areas. Cameras are not positioned to identify a person's reading, viewing, or listening activities in the Library. Staff will view video footage on screens in secure areas to ensure privacy. Signs are posted within the Library indicating that the facility is monitored by security cameras.

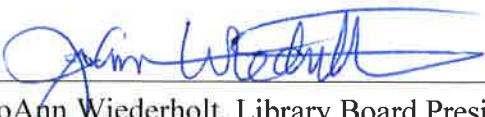
A breach of this policy by library staff may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Library Director of the breach.

## Administration of this Policy

The Library Director shall be responsible for the administration and interpretation of this policy.

## Adoption

This policy has been adopted by action of the Library Board of Trustees on the 14th day of May, 2025.

  
JoAnn Wiederholt, Library Board President