

# Privacy Policy

The Library Board of Control and staff of Calcasieu Parish Public Library recognize our patrons' concerns about privacy on the Internet and information contained in library records, photos, and video footage.

## **Patron Records**

Any information collected will only be used to fulfill patron's service needs and to help the Library improve and target its services effectively. Our staff understands that access to patron, transaction, and collection files is strictly limited to Library business.

Information about patrons and patrons' transactions will not be made available to any unauthorized individual or to any external agency unless legally required to do so.

Our patrons should be aware that they are subject to the privacy policies of any other Web sites and organizations that they visit and use. For further information regarding the use of the Internet and computers at Calcasieu Parish Public Library, please refer to our Electronic Use Policy.

## **Library Photos**

The library takes photos at library programs and they may be posted to the website. Patrons are advised to step to the side if they do not wish to be in pictures.

## **Video Surveillance**

In order to maintain a safe and secure library, selected public areas of the library premises are under continuous video surveillance and recording. Signage will be posted at library entrances at all times, disclosing this activity.

Images from the library surveillance system are stored digitally on hardware in the library. It is the intent of the library to retain all recorded images for a minimum of thirty days, or until image capacity of the system is reached. Then, the oldest stored images will be automatically deleted by system software to make room for new images. Typically, images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the library director.

While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect, and resource as a means of identifying and prosecuting offenders is considered worthwhile.

The Library Director ensures that video surveillance is monitored when necessary to maintain a safe environment.

The supervisory staff ensures that Library staff understands the video surveillance policy and procedures through training.

Incidents on Library premises may require the following steps to be taken:

- Video image recordings will be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Images may be shared with other Library staff to identify person(s) suspended from Library property and maintain a safe and secure environment.

