



Bangor ● Campbell ● Holmen ● Onalaska ● West Salem

Video Surveillance Policy

The purpose of this policy is to establish guidelines for the use of security cameras, as well as the access and retrieval of recorded video images at La Crosse County Library. The Library Board is committed to providing an atmosphere in which people of all ages may utilize Library facilities and resources for intended purposes to the maximum extent possible. Under §43.52(2), Wis Stat., the Library Board may enact regulations, create policies, or take actions that serve to ensure the safety of all Library staff and patrons, protect the collection, and maintain order in the Library.

USE: The cameras are to be used only for the purpose of enhancing the physical security of the library, its property, staff, and users. Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of the Library's Code of Conduct Policy, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

Security Cameras may be installed outdoors and indoors at the Library in areas where individuals lack a reasonable expectation of privacy. Examples include public common areas of the Library such as parking lots, entrances, seating areas, service desks, book stacks, areas prone to theft or misconduct, and areas where money is stored or handled. Cameras may also be installed in areas that could assist law enforcement in documenting traffic accidents or other incidents unrelated to the Library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of the Library building that not only document activity on Library property but also the sidewalk, public streets, and surrounding properties. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices.

NOTICE: Signs will be posted at all Library entrances informing the public and staff that security cameras are in use.

Because cameras are not continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. Neither the Library nor the County of La Crosse is responsible for loss of property or personal injury.

ACCESS AND USE OF SECURITY CAMERA FOOTAGE: Security camera footage is considered confidential and footage is typically stored for no longer than fourteen days provided no criminal activity or policy violation has occurred. As new footage is recorded, the oldest footage will be automatically deleted.

Security camera footage shall only be accessed by those so authorized by the Library Director for bona fide technical, library, or legal reasons as provided for by law or policy. Footage is considered to be protected public library records. Wisconsin State Statutes define law enforcement officials' authority to view security camera footage, and the Library will cooperate with law enforcement officials as required by §43.30(5), Wis. Stat., and as may be amended.

Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the Library receives a request from the general public to inspect security camera footage, the requester(s) will be advised to speak to a law enforcement officer.

DISCLAIMER: The Library disclaims any liability for use of security camera footage in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

Adopted by La Crosse County Library Board 5-9-2022