

**Subject:     Video Surveillance**

**Purpose:**

To regulate the use of video surveillance equipment and records.

**Policy:**

The Montgomery-Floyd Regional Library deploys video surveillance equipment to promote the safety and security of library patrons, staff, and of property, including library materials. All video surveillance recordings from library equipment are library records as defined in MFRL 104: [Confidentiality of Library Patron Records](#), and as defined in the [Code of Virginia § 2.2-3705.7.03](#) (Virginia Freedom of Information Act).

Video surveillance cameras are located where their use will promote safety and security, including building exteriors and interiors. In no event shall cameras be located in areas where patrons and/or staff have a reasonable expectation of privacy such as restrooms, staff break rooms, or offices. Audio surveillance is not permitted under this policy.

Video surveillance footage is not continuously monitored. Library patrons and staff should take appropriate precautions for their safety and for the security of their personal property.

Video footage will be retained for a flexible period determined by the storage capacity of the equipment, typically no longer than 30 days. As new footage is recorded, the oldest footage will automatically be deleted. Video footage will not be retained for an extended period or archived unless it is needed to document possible criminal activity or violations of [Library Policy](#).

Library records, including video surveillance records, shall not be made available to any agency of state, federal, or local government or any individual except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. Upon receipt of any inquiry, process, order, or subpoena seeking library records, the matter will be turned over to the Library Director. The Director and the Montgomery-Floyd Regional Library Attorney will determine if such inquiry, process, order, or subpoena is in proper legal form.

Nothing in this policy shall prevent authorized library personnel from using video surveillance records in the administration of their regular duties. By separate action, the Montgomery-Floyd Regional Library has endorsed the recommendations of the American Library Association's *Policy on Confidentiality of Library Records*.

Attachments: None

References: Policy 104: [Confidentiality of Library Patron Records](#)  
Policy on [Confidentiality of Library Records \(Appendix II\)](#)  
[Virginia Freedom of Information Act](#) (Code of Virginia § 2.2-3700 et. seq.)

Approval:  
Montgomery-Floyd Regional Library Board of Trustees  
April 17, 2019.

A handwritten signature in black ink, reading "Cynthia Saunders". The signature is written in a cursive, flowing style. The first name "Cynthia" is written in a larger, more prominent script, and "Saunders" follows in a similar but slightly smaller script. The signature is positioned on a light gray rectangular background.

April 17, 2019  
Date

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Cynthia Saunders, Chair