



MONTROSE REGIONAL LIBRARY DISTRICT DIGITAL VIDEO CAMERA SECURITY POLICY

**Adopted 2/21/2013
Revised 3/31/2025**

MISSION

The Montrose Regional Library District (MRLD) fosters community by providing resources, encouraging reading, and supporting lifelong learning.

Purpose of the Digital Video Camera Security Policy

The purpose of this policy is to establish guidelines for the placement and use of digital video cameras, as well as the access and retrieval of recorded video images at the Montrose Regional Library. The District strives to offer a welcoming, quiet, comfortable, and orderly environment to library users. Such an environment is essential if people are to use the facilities and collections for intended purposes, and to the maximum extent possible.

Security cameras are used where needed to discourage violations of the library's Behavior Policy, to assist library staff in preventing occurrence of violations, and when necessary, to assist law enforcement in prosecuting criminal activity. Cameras may be installed in locations where staff and public would not have an expectation of privacy, such as entrances, public seating, and the parking lot. Cameras will not be installed where staff and public have an expectation of privacy, such as restrooms. Cameras will not be installed for the express purpose of monitoring staff.

The Montrose Regional Library interprets digital video images as a library record per CRS 24-90-119.

Guidelines

- Cameras are installed in library locations on an as-needed basis.
- Camera locations shall not be changed or added without permission of the Director.
- Images will be stored as space allows.
- Access to the archived footage in pursuit of criminal activity or violations of the District's Behavior Policy is limited to the Director and designated staff, such as Persons in Charge and the Management Team.
- Stored digital video records may be used to provide tangible evidence as a means of identification, and may be turned over to law enforcement by the Director or his/her designee, consistent with the provisions of CRS 24-90-119. Access is allowed by police when pursuant to a subpoena, court order, or when otherwise required by law.

- Privacy issues prohibit the general public from viewing security camera footage. Members of the public who wish to inspect security camera footage which contains patron information will be advised to file a request with law enforcement.
- In situations involving suspended patrons, stored still images may be shared with staff system-wide.