



POLICY

TITLE: Security Monitoring

POLICY NUMBER: 018

EFFECTIVE DATE: 4/20/2016

REVIEW DATE: 4/1/2023

SUPERSEDES POLICY NUMBER(S): Policy #018 dated 9/2013

AUTHORIZED BY: Board of Trustees

1. Purpose: To provide authorization for the use of security monitoring devices.
2. Scope: Applies to all Timberland Regional Library (TRL) facilities.
3. Background: None.
4. Definitions: None.
5. Policy:
 - a. As determined by the Library Director, TRL libraries may be equipped with security monitoring devices.
 - b. A sign will be posted at the building entrance disclosing the use of security monitoring devices.
 - c. Security monitoring devices may assist in the safety of patrons and employees by allowing viewing and/or recording of activities for the detection, assessment, and deterrence of behavior that violates TRL's behavior expectations and work rules. Provided, video recordings will not be monitored continuously and will likely only be examined in the event of a security or safety related incident.
 - d. Only the Library Director or designees are authorized to operate security monitoring devices that may be installed in TRL libraries. Access to recordings generated by security monitoring devices will be limited to authorized employees as designated by the

Library Director and said employees may access such records only as appropriate during the course of their assigned duties.

- e. No one should assume that the presence of a security monitoring device at TRL facilities guarantees safety for persons or property at any time nor should they assume that all devices will be functioning properly at all times.

6. References: TRL Disruptive Patron Behavior Manual

7. Citations: None.

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees on April 20, 2016