



## Security Camera Policy

Waterford Township Public Library uses security cameras in select locations to assure a safe and secure environment for patrons and staff. Security camera systems enhance overall operational security, deter crime, and support the protection of people and property. Because library staff are unable to provide direct supervision over all areas of the library, digital video security cameras are placed outside and inside the building.

### Practices

- Signage is posted advising that security cameras are in use.
- Cameras are installed inside and outside building in locations determined by Library Director and designees.
- Cameras are placed in public spaces as well as staff areas such as hallways, entrances, and delivery areas.
- Cameras are not placed in areas where there is a reasonable expectation of privacy, such as restrooms.
- Cameras will not be monitored continuously by staff.
- Cameras do not record audible communication.
- Images are recorded in real time and stored on a secure server until capacity is reached, but at a minimum it is retained for 30 calendar days.
- Video recordings are shared only when deemed necessary to protect the interests of the library and staff and as permitted by state library confidentiality statute [mcl-Act-455-of-1982.pdf](#)
- During all Township, State and Federal elections that are held in the library, cameras in voting areas will be disabled and covered.

## **Requests for Access to Security Camera Images**

- If a patron is the victim of a crime at the library, on the grounds, or in the parking lot, it should be reported to the Waterford Township Police. Examination of any existing camera footage would be handled through the investigative process.
- Other requests for video footage would be considered through Waterford Township's FOIA process: [Freedom of Information Act Requests | Waterford, MI](#)  
If approved, the footage would be released by the Waterford Townships FOIA manager.
- In general, library privacy laws prohibit the general public from viewing security camera footage containing patron information.
- Since cameras are not constantly monitored, the public should continue to take precautions for their safety and for the security of their personal property. The Library is not responsible for the loss of property or personal injury.

**New policy creation: October 22, 2025**

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