
Smiths Falls Public Library



Policy Type: **Operational**

Policy Number: **OP-24**

Policy Title: **Video Surveillance**

Policy Approval Date: March 24,
2026

Last Review Date:

The Smiths Falls Public Library uses video surveillance in areas of the library where staff need to watch but cannot be physically present in help ensure the safety of both library customers and staff. The use of video cameras is subject to the following:

1. Signage alerting the public to the use of cameras is placed in prominently in the library.
2. Video footage does not include any audio.
3. Live footage is used only to help staff identify the need for customer assistance and to monitor the back door outside of library open hours.
4. Recorded video footage is only reviewed when serious incidents have taken place and is saved only in exceptional circumstances (eg. police investigation). All such reviews will be documented. Only the CEO or designate may request assistance from the IT consultant to access recorded video footage.
5. Recorded video footage, except in exceptional circumstances, is only kept for as long as the system has space.
6. Cameras are only placed in public areas of the library to facilitate a safe library environment.