

Angelo State University Library
Policy and Procedure Memorandum
PPM #10: Library Security Camera Viewing Access Policy

FIRST APPROVED

7 March 2012

LAST DATE OF REVIEW

SCHEDULE FOR REVIEW

This PPM will be reviewed in June of odd-numbered years by the Executive Director of Library Services in consultation with University Library Committee.

DIRECTOR'S NOTE

13 September 2020

- During the COVID-19 pandemic, PPMs and LPs may be **temporarily amended** to balance public health considerations with the library's service and operation responsibilities. Any amendment of this nature in no way supersedes the traditional collaboration between the library and the University Library Committee for regular scrutiny of governing documents.
- Any concerns or questions regarding this PPM's content – traditional or temporary – should be sent to Chris Matz chris.matz@angelo.edu

Changes in this PPM align with the university's revised OP 62.05 / Video Security & Surveillance Systems in July 2019. Approval from the University Library Committee will be sought in 2020 and the review schedule will be reset accordingly.

Those changes were drafted for West Texas Collection in their University Center location. Additional revisions are anticipated to define the role of video security within the West Texas Collection's new home in the Mayer Museum in 2021.



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POLICY/PROCEDURE

1. For the security of the facilities, resources, and patrons, specific areas of the *Porter Henderson Library and West Texas Collection* are covered by security cameras. Footage from the security cameras on campus remains sole property of ASU and should be handled appropriately. In addition to the University Police, only those full-time *Library WTC* staff members *designated by the Executive Director of Library Services or his designated replacement* as holding security responsibilities may have view and/or browse access to the digital camera system. *Exceptions are made for the senior student assistant(s) and the overnight student assistants working in Circulation. The overnight student assistants will have only view access, and not browse access.* Information Technology's (IT) Information Security Officer, the IT Support Services Learning Commons liaisons, and the IT staff directly responsible for maintenance and trouble-shooting of the camera system are the only IT staff members with view and/or browse access to the digital camera system.
2. When necessary, a full-time *WTC* staff member with appropriate access may browse the security feed privately. *Unless approved by the Executive Director or his designated replacement,* Requests by other Library or IT staff members or by patrons of the Library and West Texas Collection to view portions of the recorded camera feed will not be granted. If a patron reports an incidence of suspected theft or vandalism, s/he should be encouraged to file a report with the Campus Police.
3. *Should it be necessary for identification purposes to save or print a photo of an individual, the photo may be printed on the color printer. The saved file or printed photo should be shared only with appropriate staff members in the Library and West Texas Collection. It should not be shared with the public or posted in a publicly visible location. The file should be kept no longer than administratively useful to the Library and/or University Police.*
4. For handling requests to view security camera footage from law enforcement and other government investigative bodies, please see PPM #12. For compliance with an Open Records request, please see University Operating Policy and Procedure OP 01.02: Custodian of Public Records.