

SURVEILLANCE POLICY	
Purpose	The purpose of this policy is to describe the use of video surveillance equipment in the library.
Scope	This policy applies to all surveillance systems within the WMRL and all persons present at our library facilities.
Definitions	None.
Policy Guidelines	<p>The Western Manitoba Regional Library (WMRL) strives to maintain a safe and welcoming environment for all our staff and patrons. Video surveillance is installed on an as-needed basis determined by the number of incidents and their severity in nature. This policy ensures that the library follows the guidelines set out in the The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA). Surveillance monitoring is set up through a contracted security company, storage and maintenance of recorded footage will follow the library's contract with them.</p> <p>Monitoring of areas and activities that have a higher expectation of privacy will not be recorded (ex. Staff areas, washrooms). The library shall display signs, visible to members of the public, at all entrances to a premise where video surveillance is being used.</p> <p>Access and use of recorded footage will be available to designated staff to be determined by the Director of Library Services. In some cases, designated staff will have access to the surveillance monitoring system on personal devices, these staff will not retain copies of images. Once an image is sent via e-mail, any existing electronic copies of the image must be destroyed from personal devices.</p> <p>This policy is in place to maintain the safety of our premises for the public and staff and the security of our property through ongoing monitoring of the library facilities. The library strives to incur minimal intrusion to the public and staff in their daily operations by the surveillance systems. Given the nature of the public library, the surveillance systems may run 24 hours a day, 7 days a week to monitor our facilities.</p>
Adopted From	Toronto Public Library's Security Video Surveillance Policy. MB Ombudsman Video Surveillance Guidelines.
Date of Approval	Approved by the Library Board on October 16, 2022, in effect immediately.