

Video Surveillance of Kingston Public Library

Purpose

The purpose of the Surveillance system, which is installed in the KPL facility, is to provide visual access to various areas of the library. Locations are to be kept confidential.

Access

The map of the camera locations remains under the control of the KPL Director. It is only produced for viewing with the approval of the KPL Director, upon request of authorized City of Kingston, TN personnel.

The video obtained and all pertinent technical information are likewise under these same requirements.

Operation

The system is to be operated on a 24/7 basis and the system operator will be the KPL Director. The passwords will be assigned to the KPL Director and the KPL Board Chairperson.

The System will be viewed once a week to ensure operational internet access along with a sampling of the video. The System will be viewed at a minimum of once a day to ensure functionality of all cameras and video capturing. A simple log is to be maintained

If system failure occurs, the appropriate technical person(s) will be notified to effect repair as soon as possible with the KPL Director having authority for such repair.

Findings

Incident Reports (KPLF-8) will be delivered to the KPL Director who will begin an investigation by securing video data (capture reported time period on a flash drive; this has to be done by appointment with Kape Security, within two weeks of the incident). The flash drive is to be secured by the KPL Director. If time is of the essence, the KPL Director will act in a manner as befits the situation by referring the matter to appropriate personnel, otherwise the KPL Director will review the incident report along with the associated video to determine if additional action is necessary.

If additional action is necessary, the KPL Director along with the KPL Board Chair-person will decide the step in the process.

Review

System performance evaluation along with new requirements in conjunction with determined needs will be reviewed once a year by May 1. In addition preventative maintenance will be completed by that time.

Revised and adopted August 9, 2018.