

**Purpose:**

To establish a healthy environment, grounded in Regina Public Library's (RPL) values, that supports community services, spaces, and technologies to inspire discovery, learning, and connection, and supports RPL's intent to provide safe and welcoming spaces.

**Objective:**

The objective of this policy is to:

- ensure the safety and security of its customers, staff, resources, and facilities; and
- balance the security benefits of video surveillance with the privacy rights of the individual.

**Delegated Authority:**

Executive Director, Central Library

**Legislated Authority:**

*The Public Libraries Act, 1996*

*The Local Authority Freedom of Information and Protection of Privacy Act (LA FOIP)*

**Application:**

Everyone in RPL facilities or on RPL property.

**Other Relevant Documents:**

RPL Bylaw #1 – Safe Use and Conduct Bylaw

**Other Resources:**

Office of the Saskatchewan Information and Privacy Commissioner; Video Surveillance Guidelines for Public Bodies (January 2018):

<https://oipc.sk.ca/assets/Video-Surveillance-Guidelines-for-Public-Bodies.pdf>

**Policy:**

- 1.0 Video surveillance refers to any electronic surveillance technology (video cameras, closed circuit cameras, still frame cameras, digital cameras, time-lapse cameras, and other image or video surveillance devices) that enables continuous or periodic recording (video recordings, photographs, or digital images), viewing or monitoring of public areas.<sup>1</sup>
- 2.0 As security needs dictate, video surveillance devices may be installed in or on:
  - 2.1 Interior or exterior public areas (excluding private areas of washrooms) of RPL;
  - 2.2 the exterior of library facilities, including library buildings, branches, vehicles, and equipment, etc.; and/or
  - 2.3 restricted areas of the Library, such as the art vault.
- 3.0 RPL will post signs, clearly visible to members of the public, at all entrances and on the exterior of buildings informing them that electronic surveillance may be in use.
- 4.0 These notification signs will include contact information for a library staff member who can provide more information about the use of electronic surveillance.
- 5.0 Only authorized staff who have a need-to-know for business and/or library-related safety and security purposes may access electronic or physical images collected by video surveillance. For example, an authorized person may access recorded electronic or printed physical images for an

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<sup>1</sup> Definition of electronic surveillance adapted from: office of the Saskatchewan Information and Privacy Commissioner. (2018). Video surveillance guidelines for public bodies. Regina, SK: Author.  
<https://oipc.sk.ca/assets/Video-Surveillance-Guidelines-for-Public-Bodies.pdf>

investigation of a crime or incident on RPL property or live video feeds for routine monitoring of library activities.

- 6.0 Authorized staff may only monitor live surveillance devices when the Office of the Library Director & CEO has established that such surveillance is appropriate for ensuring the safety and security of Library facilities, property, customers, and/or staff.
- 7.0 Authorized staff must have approval from the Office of the Library Director & CEO prior to accessing any recordings or images created through electronic surveillance.
- 8.0 If a suspected crime or serious incident has occurred involving RPL customers, staff, or property, RPL may provide electronic records to law enforcement at the direction of the Office of the Library Director & CEO.
- 9.0 If a crime or incident has occurred within range of RPL video surveillance but not involving RPL customers, staff, or property, electronic recordings will be provided to law enforcement upon presentation of a subpoena, warrant, or order as per Section 28 (2) (b) of LA FOIP or under other circumstances as allowed in Section 28 of LA FOIP.
- 10.0 Members of the public who believe or know that their image has been captured through electronic surveillance may request access to the information collected about them as per Part II of LA FOIP.
- 11.0 Electronic and physical records will be stored in a secure manner, with commercially reasonable levels of security.
- 12.0 The retention period for records under this policy will be determined by the Library Director & CEO. Different retention periods may apply to different categories of records.

13.0 Disposal of records will be done in a secure and permanent manner.