Camera Policy Statement

The University of Hawai‘i at Mānoa Law Library (Law Library) reserves the right to place security cameras for video surveillance on Law Library facilities where necessary and appropriate. The Law Library respects the right to privacy of the University community members and balances the right to privacy versus the safety needs of the campus community.

Purpose and Scope

The Law Library is committed to protecting the safety and property of the University community while respecting the privacy rights of our faculty, staff, students, and visitors. Security cameras provide a visual deterrent to crime, assist with overall security measures, and increase the potential identification and apprehension of person(s) who breach University and/or Law Library policies and/or commit criminal acts.

Security cameras are not a guarantee of safety; however, they do serve as deterrents and can alert Law Library staff and faculty to potential danger. The primary use of security cameras is to record images for future identification of individuals and activity in the event of violations of law or the Law Library’s Use Policies.

This policy governs the use of security cameras to protect the legal and privacy interests of the Law Library and the University community. This policy applies to all Law Library employees in the use of security camera systems for monitoring and/or recording activity.

This policy does not apply to the use of video for non-surveillance purposes; examples include but are not limited to the following:

- Cameras used for academic educational purposes.
- Cameras used for research purposes, which are subject to appropriate Institutional Review Board policies regarding human subjects.
- Cameras used for journalistic purposes.
- Cameras used for capturing public events and performances.
- Construction web cameras.
- Cameras installed or used for criminal investigations, which are subject to appropriate Hawai‘i and Federal laws.
- Webcams used for purposes of communication between specific persons.
Appropriate security purposes for video monitoring and recording of public places include, but are not limited to the following:

- Protection of individuals, including students, faculty, staff and visitors and the monitoring and recording of pedestrian traffic activity.
- Protection of buildings and property. Areas that may be monitored include building perimeters, entrances and exits, lobbies, hallways and corridors, special storage areas, areas with computer equipment, and cash handling locations.
- Verification of security alarms.
- Monitoring and recording locations where intrusion alarms, security alarms and exit door controls are installed.
- Monitoring of public areas, including service desks.

**Access and Use**

Only authorized personnel, as determined by this policy and authorized by the Director of the Law Library or his/her designee or the Dean of the William S. Richardson School of Law (Law School), will be involved in, or have access to security camera data.

Video monitoring for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in active video monitoring will be trained and supervised in the responsible use of this technology.

The Law Library Director or his/her designee or the Dean of the Law School and the University of Hawai‘i at Mānoa Department of Public Safety will have access to all security camera data.

When an incident is suspected to have occurred, only authorized personnel may review the images from security camera data.

Only the Director of the Law Library or his/her designee or the Dean of the Law School may authorize copies of surveillance images.

All requests to release surveillance records must be authorized by the Director of the Law Library or his/her designee or the Dean of the Law School.

Recording of audio for surveillance purposes is prohibited.

Video monitoring will be conducted only in areas where the public does not have a reasonable expectation of privacy.

Signage notifying library users that the premises are subject to video surveillance shall be located at the public entrances to each library.

**Data Storage**
Security camera data will be retained for at least 7 days. All devices used to store the security camera data must be capable of retaining media for at least this period of time.

**Release of Data**

The Law Library Director or his/her designee or the Dean of the Law School will have the responsibility to evaluate and make decisions for the release of security camera data based on FERPA and the following criteria:

- To the University of Hawai‘i at Mānoa Department of Public Safety for official investigative, safety and security reasons;
- To law enforcement agencies, where it is reasonably believed that the images will assist in a legal inquiry;
- To prosecuting agencies, where it is reasonably believed that the images will assist in a legal inquiry;
- To legal representatives via a properly issued subpoena;
- To the media, where a decision has been made that release is needed in order to assist in the identification of victim(s), perpetrator(s) or witnesses in relation to a criminal incident.

Any decision by the Law Library Director or his/her designee or the Dean of the Law School to not release security camera data in response to a request may be appealed to the Vice Chancellor of Academic Affairs.

**Device Installation, and Maintenance**

The installation of new security cameras, their locations, and purpose must be approved in advance by the Law Library Director or his/her designee, or the Dean of the Law School.

All authorized cameras and systems will be inspected regularly to ensure that they are in proper working condition and meet policy guidelines.