

Guideline Title:	<b>Surveillance Guidelines</b>
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### 1. **Guideline Statement**

The University of Niagara Falls (UNF) Library is committed to providing and maintaining a safe and accessible space for all members of the UNF community. Surveillance is one of several tools used to ensure the security of the Library's physical space and its users.

### 2. **Purpose and Scope**

The purpose of these guidelines is to provide the framework for the use of surveillance equipment in the Library. The Library recognizes the need to balance the privacy rights of the individual with the need to ensure the safety of the Library staff and its users. These guidelines apply to all surveillance equipment and practices used in the Library.

### 3. **Video Surveillance**

Video surveillance equipment is installed in key locations of the Library that maximize the area viewed while not infringing on the privacy of the users.

Equipment is integrated into the building's video surveillance network and monitored live by its security force.

### 4. **Notice of Video Surveillance**

Signage is displayed throughout the Library informing users that the area is under video surveillance.

### 5. **Custody and Retention**

All video records are subject to the building's surveillance management practices.

### 6. **Revision of Guidelines**

These Surveillance Guidelines will be reviewed annually to ensure its effectiveness and alignment with UNF's goals and values.