



Surveillance Policy

Authority: Library Advisory Board

History: Adopted by the Newberg Library Board on 10/16/2025, Adopted by the Newberg City Council on 11/03/2025

Purpose

To aid in protecting the safety of individuals and the property of the library, and to deter crime, the Newberg Public Library (the Library) uses video surveillance equipment.

Signs around the Library are posted to alert the public to surveillance.

Surveillance

Video surveillance is limited to areas that do not violate the reasonable expectation of privacy, such as areas of public usage, staff work areas, parking lots, and exterior grounds.

Targeted video surveillance is prohibited if such observation is based on the characteristics and classifications that would be considered discriminatory under local, state, or federal law (e.g., race, gender, sexual orientation, national origin, disability, etc.).

Use of Video

In instances when the Library calls the police or files a police report, the Library will make recorded footage or images available to the local police department.

Camera footage or images will be shared with the City/Library insurance representatives when relevant to an insurance claim investigation without the consultation of legal representation.

Requests for Video

In response to a search warrant, subpoena, or court order delivered to the City by an external entity, the Library Director or library supervisory staff will review and determine eligibility for release in consultation with legal representation.

All requests for disclosure of recorded footage or images, except as stated above for law enforcement or insurance purposes, shall be addressed in accordance with Oregon Public Records Law, and submitted to the City Recorder through the stated process for Public Records Requests.

The City Recorder shall review the requested video or images and determine if they contain any information protected from disclosure under ORS 192.355(23) or any other exemptions from public disclosure. When a request is made to inspect or copy recorded images that are exempt from disclosure under the Oregon Public Records Law, and contain images that are not exempt, the library shall reasonably attempt to redact the exempt images and make the remaining images available for inspection or copying.