

Security Video Surveillance – 2010 New Locations

Date:	November 22, 2010
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

In March 2007, the Toronto Public Library Board approved the Security Video Surveillance Policy for the Library. The policy requires that the City Librarian report to the Board the following:

- i. On an annual basis report to Board on all security video surveillance systems installed; and
- ii. Report to the Board when video surveillance is being proposed, for all locations.

This report, on three proposed new locations for security video surveillance, fulfills the second requirement.

FINANCIAL IMPACT

The report has no financial impact beyond what has already been included in the current year's budget. The installation costs will be incorporated into the security budget.

The Director, Finance & Treasurer has reviewed this financial impact statement and is in agreement with it.

DECISION HISTORY

The report on proposed new locations for video surveillance at Library locations is a result of the Security Video Surveillance Policy approved by the Library Board in March 2007.

ISSUE BACKGROUND

The Security Video Surveillance Policy is designed to balance an individual's rights to privacy with the need to ensure safety and security of Library employees, users, visitors and property.

The policy directs Library staff to consider a number of factors before deciding to install video surveillance. A *Needs Assessment Form* has been designed to guide staff through the assessment process and to document the results of the assessment. The results of the assessment are then reviewed and approved (or not approved) by the Director, Information Technology & Facilities, the Director responsible for the branch/department, and the Directors Committee. The final step is to report to the Library Board before installation.

The Board's *Workplace Violence Prevention and Response* policy states the Library's commitment "to working with employees to provide a safe work environment" and to "take all reasonable and practical measures to prevent violence and protect employees and visitors from acts of violence". Amendments to Ontario's Occupational Health and Safety Act, effective June 15, 2010, reinforce the need to ensure the workplace is safe, healthy and free of violence and harassment. The use of security video surveillance is one of the tools available to meet the Board's commitment to provide a safe and welcoming environment.

COMMENTS

This report identifies three proposed new locations: the Bookmobiles, Maria A. Shchuka and Parkdale branches.

Needs Assessment

The needs assessment forms document the deterrence measures Library staff have considered and implemented prior to consideration of security video surveillance. Such measures may include: security procedures appropriate to the location, door locking hardware and access control systems, building alarm systems, security guards, lighting. Deterrence measures may also include additions to and/or changes to programs, services and community partnerships. The proposed location of the security video surveillance cameras has been designed to minimize privacy intrusion.

Needs Assessment – Bookmobiles (2)

Two incidents involving assaults on staff and a number of incidents of disruptive behaviour inside and outside the bookmobiles led to a request for consideration of security video surveillance. Two cameras are recommended for installation, to monitor the interior public and exterior spaces that have been identified as problem areas and requiring surveillance.

Needs Assessment – Maria A. Shchuka

A high number of incidents involving behaviour issues with youth, homophobic graffiti, criminal activity and damage to parked vehicles at the Maria A. Shchuka Branch led to a request for consideration of security video surveillance. Five cameras are recommended for installation, to monitor only those spaces that have been identified as problem areas and requiring surveillance.

Needs Assessment – Parkdale

Frequent incidents involving illegal activities in the branch vestibule, foyer, and public washrooms at the Parkdale Branch led to a request for consideration of security video surveillance. Five cameras are recommended for installation, to monitor only those spaces that have been identified as problem areas and requiring surveillance.

Locations with Security Video Surveillance

A list of existing installations is provided in Attachment 1.

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SIGNATURE

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ATTACHMENTS

Attachment 1: Existing Surveillance Camera Locations