



****Security Camera Footage Request Form****

Payment Received by: _____

Date Received: _____

Payment Method: Cash Check _____

Internal Incident # (if applicable): _____

Requestor Name (First, Last) _____

Date _____

Requestor's Address (City, State, Zip) _____

Requestor's Phone Number (include area code) _____

Requestor's Email Address _____

Title or Business Identify (if applicable) _____

Description of request: _____

Location (i.e. Central, Zarrow, Martin, etc.): _____

Specific location where incident occurred: (i.e. Public PCs, Children's Area, etc.): _____

Date of incident: _____ Time of the Incident (i.e. 1:00 p.m-2:00 p.m.): _____

Individuals are encouraged to file a police report in the event of a criminal act such as theft or vandalism. Law enforcement may follow up with a request for camera footage. An individual, however, may request video footage under the guidelines of the Oklahoma Open Records Act and Library Code. **The Library does not routinely keep camera footage for more than 28 days. If notified within the timeframe, the Library will retain requested video.

"The Tulsa City-County Library supports and complies with applicable Oklahoma Law (including, without limitation, the **Oklahoma Open Records Act-Title 51, Oklahoma Statutes § 24A.1 et seq., and the Oklahoma Library Code-Title 65, Oklahoma Statutes, § 1-105**) regarding confidentiality and disclosure of library records. All library records relating to an individual customer's use of the library and its resources are confidential."—Chapter 4 TCCL Confidentiality of customer records policy.

Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws. Video records may be used to identify the person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations. Archived digital video images will be treated the same as customer records and released only following procedures outlined in the library's confidentiality policy. The requirement of a court order may, however, be waived by the CEO or Security Manager when appropriate.

Request forms may be submitted by U.S. Mail, Security Manager, Central Library Business Office, 400 Civic Center, Tulsa, OK 74103; by email: Anthony.Davis@tulsalibrary.org, or in person at your library.

***A nonrefundable fee of \$16 (1 hour of processing time plus flash drive) is required to initiate request with the balance of fee, if any, payable prior to release of information. Additional fees may apply, depending on the complexity of request. Media must be picked up in person at Central Library (Downtown Tulsa). To inquire about a request in process, please contact 918.549.7453.**

Requestor's Signature