



Security Camera System

HPL’s security camera system provides coverage around the entire building. The system should be monitored periodically throughout the day to ensure staff know what is happening across the Library.

Guidelines

Staff have a responsibility to use the camera system prudently to keep all patrons and staff safe while respecting patron privacy.

1. Open the camera application every morning at opening.
2. Check the system periodically to see where patrons are across the building and to identify any questionable incidents or behavior that may be occurring.
 - a. Check the MI Room periodically as patrons often go up there for extended periods.
 - b. Check on programs/events in the Community Room and Patio.
3. Do *not* use the cameras to watch patrons unless someone is exhibiting questionable behavior.

Camera Views

Subject to change, there are 22 cameras across the building showing these views:

North & South Entrances	Fireplace and Adult Fiction (2)	Patio
Teen Room (front & back)	Adult Non-fiction (2)	North Parking Lot
Kids Room (picture books, shelves, circle)	Bathroom Hallways Up & Down	Upstairs Hallways (2)
Adult PCs & Large Print	Michigan Room	Community Room North & South

Using the Camera Software

Opening the Application and Basic Use

1. Open the software using the DW Spectrum icon on the Info/Circ PC Desktops

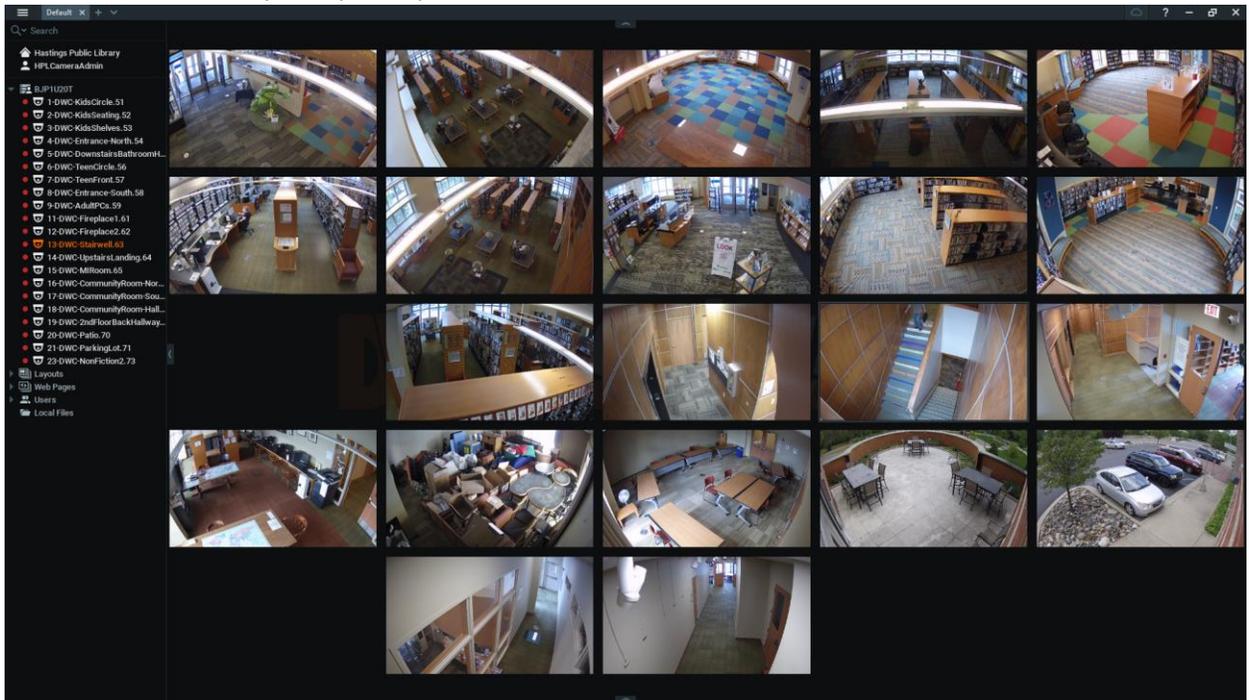


2. Click the Hastings Public Library tile:



- a. If prompted for username and/or password, check with other staff for the current ones.

- The default camera layout opens up.

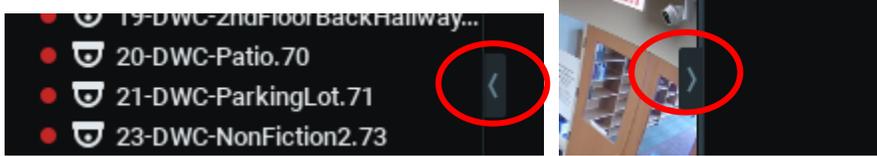


- All views are initially showing a LIVE view.
- Hover over any image to see the name of the camera view (top left) and confirmation that the view is LIVE (bottom right).



- Cameras can be moved within the layout if desired by clicking and dragging.
- Double-click on any view to enlarge the image to full screen.
 - Double-click again or hit Esc to go back to the all camera view.
- Single-click a view to make the image larger but not full screen.
- Don't click the X in the upper right of a camera view or the view will be closed. Only single/double-click to shrink a view back down.
 - If a view is accidentally closed, drag the camera from the left side listing back to its normal space.
 - If need be, you can exit the application and go back in so all cameras are visible.

10. The camera views can fill more of the screen by closing the notification and camera listing windows. Click the small arrows on these to hide them:



Zoom into an Image

1. With the full screen image of a camera, scroll the mouse wheel to zoom in/out.
2. Click and drag to shift the image left, right, up and down.
3. Double-click or hit Esc to shrink the view.

Create a Zoom Window to Highlight Part of an Image

1. Double-click an image to make the view full-screen.
2. Click the Zoom Window icon in the upper right .
3. Then click and drag to create a box in the camera view that you want to focus on.
 - a. The screen will revert to the all camera view.
 - b. The camera you were just looking at now shows a yellow zoom window box:



- c. A new camera view is also created and fills an available spot on the all camera view. It is bordered in yellow and shows only the highlighted portion you selected:



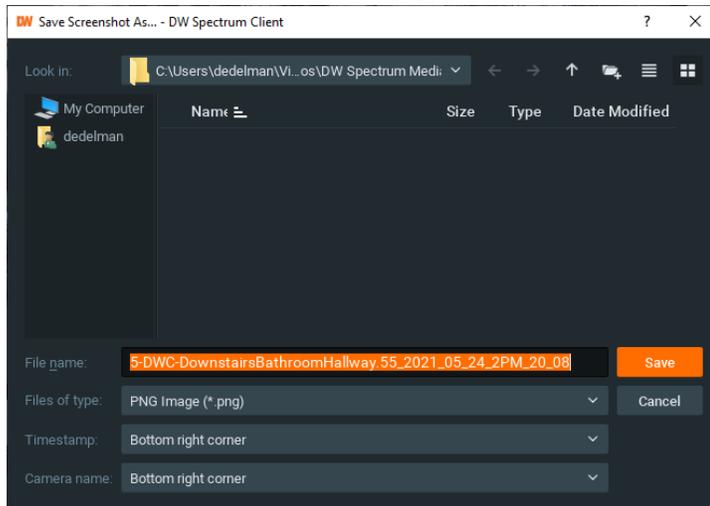
- d. The zoom window will stay until you close it. Click the X in the upper right of its window.
- e. The zoom window will not load again in the default layout, it is unique to the current session.
- f. The zoom window is also not recorded separately from the regular camera recording.

Rotate Images

1. Click and **hold** on the Rotate icon in the upper right of any camera view .
2. A large red arrow appears. Move the mouse and the image will rotate.
3. To restore it to normal, right-click on the image, select Rotate To and then 0 degrees.

Screenshots

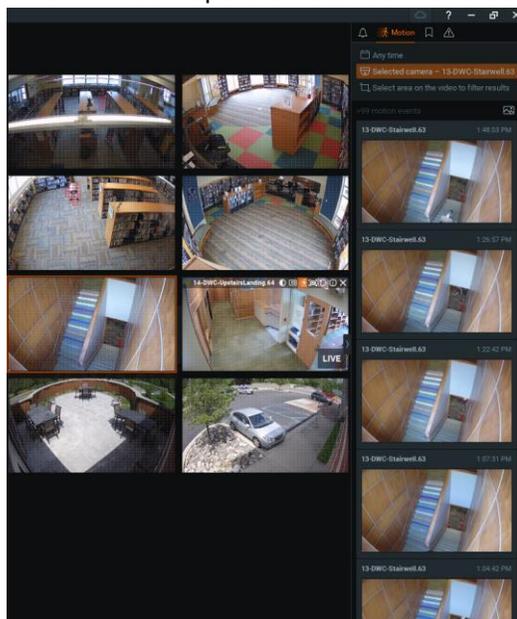
1. Click the screenshot icon in the upper right .
2. Select the location to save the image, rename it if needed and click Save.



Finding People on a Camera

If you want to see when people were caught on a camera, you can use Smart Search. The cameras are designed to detect motion.

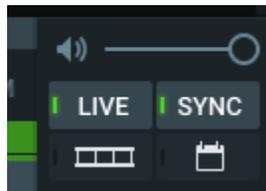
1. Click the Smart Search icon in the upper right of a camera view .
2. A new window opens of recent screenshots where motion was detected:



3. Find an image with what you're looking for. Note the timestamp that can then be looked for in the recordings.
4. Click on any of the screenshots and all of the camera views automatically cycle back to that moment in time so you can see what was happening, on every camera.
5. Also notice that all motion is highlighted in red boxes:



6. When finished watching these views, be sure to always go back to LIVE view.
 - a. Click on the Smart Search icon again to turn it off .
 - b. Click LIVE in the lower right of the screen



Create a Temporary Camera View Layout

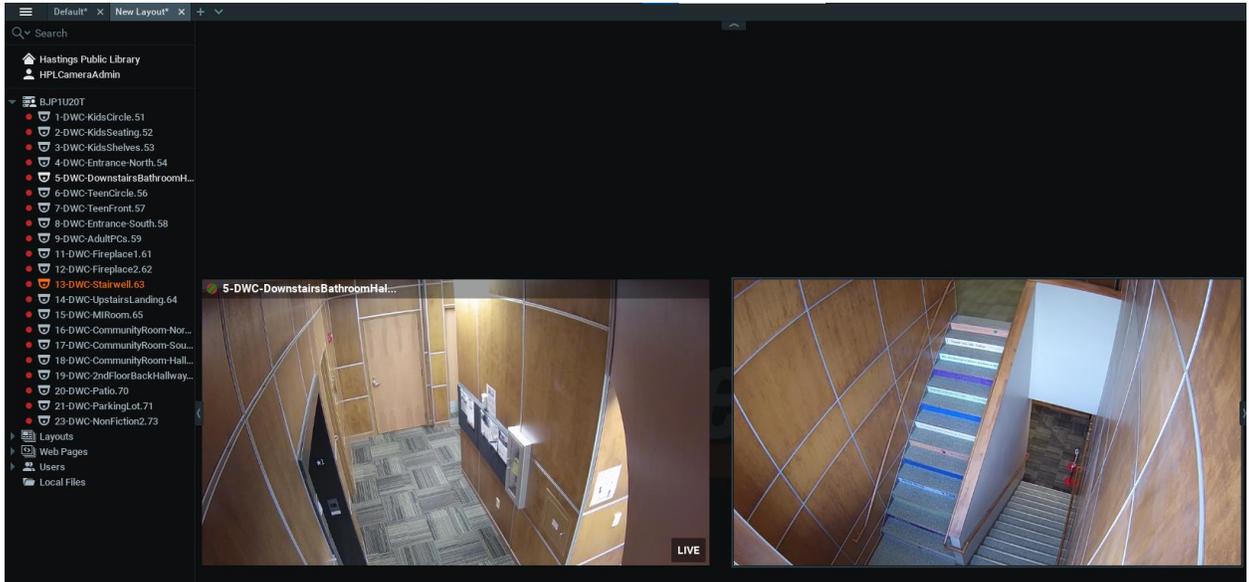
If you want/need to view just a few cameras, create a new layout for temporary use.

1. Hold down the Ctrl key and click on the cameras you want to view. They will highlight orange:



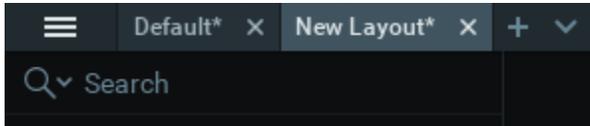
2. Right click on one of them and select Open in New Tab.

3. You now have a new layout showing just the selected cameras:



4. Add more cameras by dragging them from the left side camera listing.

5. Close this new tab by clicking the X by New Layout in the upper left:

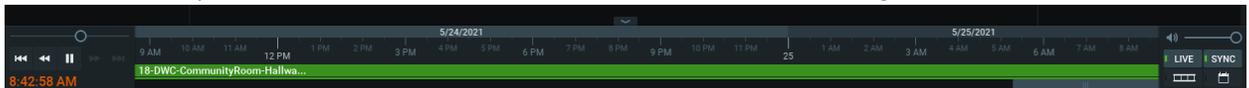


6. Click on Default to go back to the all camera view.

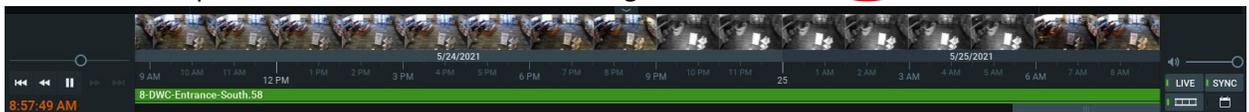
You can also create a new temporary layout by clicking on the “+” in the upper left and then dragging cameras from the left side listing. This temporary layout will not be saved.

Watching Recordings

1. Click the small up arrow at the bottom of the screen to show the recording timeline :



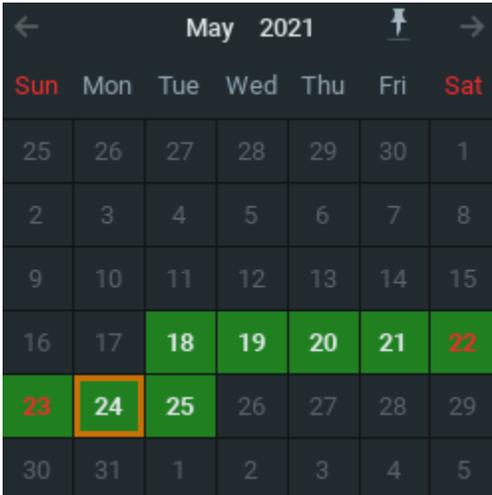
2. Click the filmstrip icon to see thumbnails of recordings if desired :



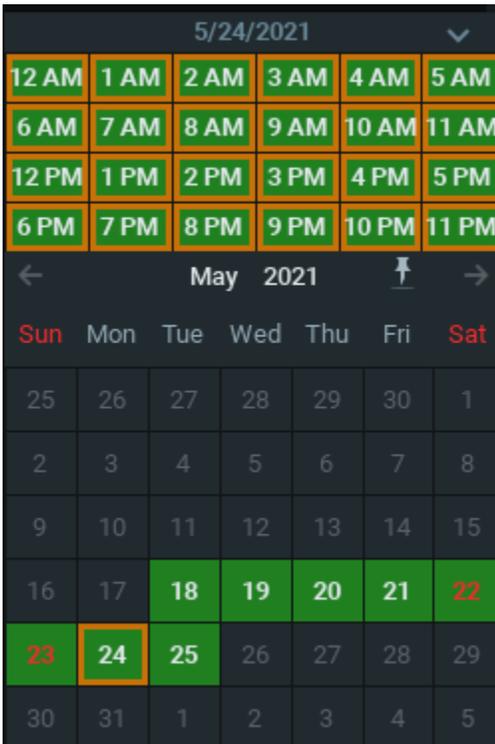
3. Click the Calendar icon in the lower right to select the day of the recording needed



Available days are highlighted green:

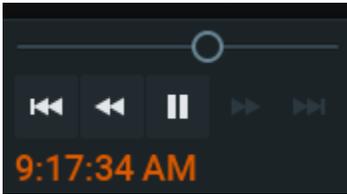


4. Pick a specific hour to start with or click on the green timeline bar to jump to any specific timeframe.



5. Point at the timeline and scroll the mouse wheel to zoom into the timeline and drill down to minutes and seconds of any specific time desired.

6. Use the video navigation icons in the lower left to play, pause, fast-forward and rewind video:



7. Go back to LIVE view by clicking LIVE in the lower right.
8. Turn off the filmstrip icons by clicking again on the filmstrip icon.
9. Hide the video timeline by clicking on the small arrow above it.

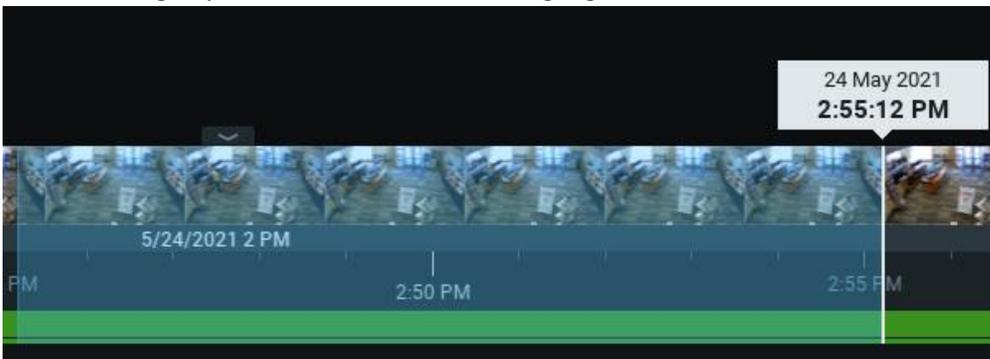
Saving Recordings

Sections of video can be saved for long-term storage if needed. Should an incident happen where the video may be needed for later reference, videos will be specifically saved. Note the system automatically records and saves all video where any motion was detected. Recordings will be available for approximately 30 days depending on available space.

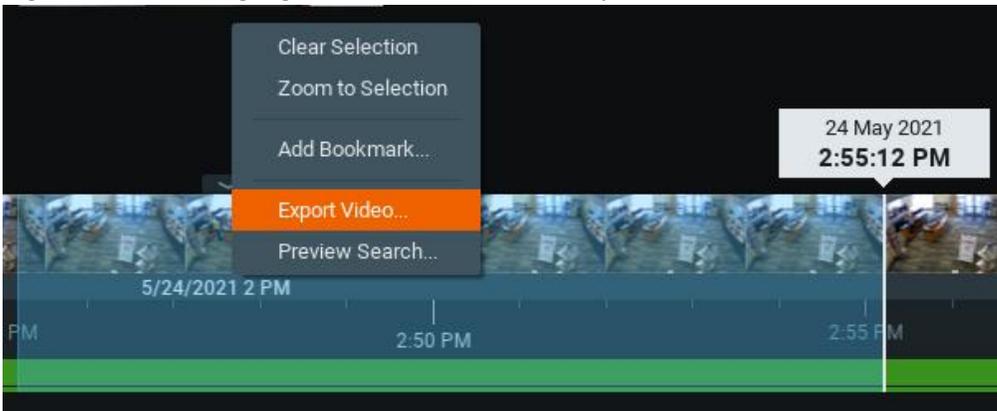
If you think video needs to be saved due to an incident, please partner with the Director, Assistant Director or Circulation Supervisor first since all video is saved for 30 days or more. Be sure to fill out an Incident Form and note the time and location of the incident so video can be retrieved later if needed.

To Save Video:

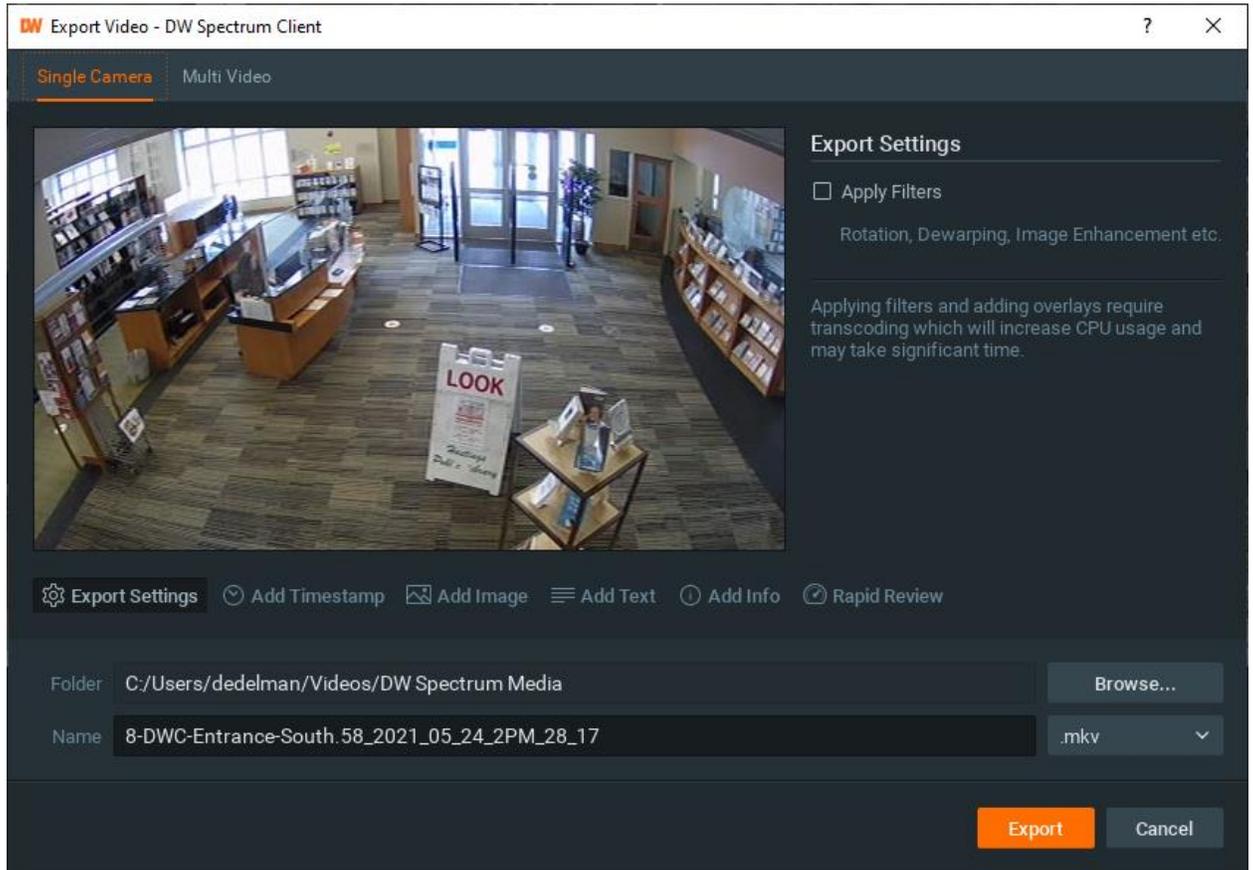
1. Follow steps 1-5 under Watching Recordings, then:
2. Click and drag anywhere on the timeline to highlight a timeframe:



3. Right-click on the highlighted section and select Export Video to save the section of video:



4. In the pop-up, select where to save the video and rename the file if needed. Different video types are available as well:



- a. Note multiple cameras can be saved at once in the same file. If doing this, create a layout view **first** only showing the required cameras as all camera visible will be saved. The more cameras visible, the larger the file and the more time it will take to save.
5. Go back to LIVE view by clicking LIVE in the lower right.
 6. Turn off the filmstrip icons by clicking again on the filmstrip icon.
 7. Hide the video timeline by clicking on the small arrow above it.