



Report Summary Information

Name SFPL Annual Report - RFID

Respondent Randle McClure

Date Completed

Report Question Responses

1 Change in Authorized Use Cases

1.1 In the last year, did your department have use cases which differed from your "approved use cases" in your BOS-approved policy?

Response

No

2 Change in Authorized Job Titles

2.1 Does the list of "authorized job titles" in your BOS-approved policy need to change? (i.e. Do you need additional job titles to be authorized to access the data, or do you need to remove any current job titles?)

Response

No

Comments

Randle McClure

10/27/2022 03:38

We would like to remove the name "Michael Liang" from the report because he no longer works^{PM} for SFPL. The CIO will remain the responsible party.

4 Replacement of Old Technology

4.1 Has any technology listed in the policy been replaced?

Response

No

5 Addition of New Technology

5.1 Has any technology been added which is not listed in the policy?

Response

No

6 Ceased Operation of Technology

6.1 Is any technology listed in the policy no longer in use?

Response

No

7 Services or Equipment Sources



7.1 List any and all entities, companies or individuals which provide services or equipment to the department which are essential to the functioning or effectiveness of the Surveillance Technology (list "N/A" if not applicable):

Response
Bibliotheca

8 Surveillance Technology Goals

8.1 Has the surveillance technology been effective at achieving its identified purpose?

Response
 Yes

8.2 In 3-5 sentences, please explain how the technology has or has not been effective

Provide quantitative data to support your response. This should include crime statistics for the radius where the technology operates if that was a motivating factor in acquiring the surveillance technology.

Response

SFPL patrons save considerable time when physically checking out library materials through self-check because they can now check out multiple items at once using RFID technology. Further, library staff have reported ergonomic conditions have improved in check-out processes since they no longer need to grasp materials and hold them while using a barcode scanner. The implementation of RFID in SFPL check-out procedures has been very effective.

9 Data Sharing

9.1 Has data acquired through the surveillance technology been shared with entities outside of the department?

Response
 No

9.4 Was the data shared with entities outside of city and county government?

Response
 No

10 Accidental Receipt of Face Recognition Data

10.1 Did your department inadvertently or unintentionally receive, retain, access or use any information obtained from Face Recognition Technology?

Response
 No

11 Complaints

11.1 Has your department received any complaints and/or concerns from community members about this surveillance technology?

Response
 No

12 Violations



12.1 **Were there any violations of the Surveillance Technology Policy or Surveillance Impact Report, reported through community members, non-privileged internal audits, or through other means in the last year?**

Response

No

12.4 **Has your department conducted any internal audits of the technology?**

Response

No

13 Statistics and Information about Public Records Act Requests

13.1 **Has your department received any public records act requests for this surveillance technology?**

Response

No

14 Total Annual Costs for the Surveillance Technology

14.1 **List the number of FTE (new & existing).**

Response

0

14.2 **Are there one-time costs for Fiscal Year 2022-23?**

Response

No

14.15 **Are there annual costs for Fiscal Year 2022-2023:**

Response

Yes

14.16 **Are there annual Salary and Fringe costs?**

Response

No

14.18 **Are there annual Software costs?**

Response

Yes

14.19 **List total annual Software costs for FY 2022-2023:**

Response

\$209,893

14.20 **Are there annual Hardware/ Equipment costs?**

Response

No



14.22 **Are there annual Professional Services costs?**

Response

No

14.24 **Are there annual Training costs?**

Response

No

14.26 **Are there annual "Other" costs?**

Response

No

14.28 **What source of funding will fund the Surveillance Technology for FY 2022-2023?**

Response

Library Preservation Fund.

14.29 **Have there been any changes to the one-time costs from your department's approved Surveillance Impact Report?**

Response

No

14.31 **Have there been any changes to the annual costs from your department's approved Surveillance Impact Report?**

Response

Yes

Comments

Randle McClure

\$0 spent on tags this year because SFPL has left over tags from original purchase.

10/27/2022 03:33
PM

14.32 **Why have the annual costs changed?**

Response

\$0 spent on tags this year because SFPL has left over tags from original purchase.

15 Annual Inventory Check

15.1 **Note:**

In 2019, all departments were asked to compile a list of surveillance technologies which their department uses. Since then, departments have been asked to contact COIT about new technologies for a surveillance technology review via the Surveillance Technology Ordinance Form in ServiceNow. Please feel free to reference the current Surveillance Technology Inventory for your department to help you answer the following questions.

15.2 **Is the Surveillance Technology Inventory for your department current and accurate?**

Response

Yes



15.9 **You have completed the Annual Surveillance Report:**
Congratulations and see you next year!