

U-12 Security Cameras

Adopted by the Library Board of Trustees, January 14, 2020.

Security Camera Purpose

Security cameras are used to enhance the safety and security of Library users, staff and property. The cameras are intended to deter public endangerment, vandalism, theft and violations of the Library's usage policies as well as to identify those individuals involved in such activity for law enforcement purposes while adhering to the applicable federal, state and local law concerning the confidentiality of library records and the protection of individual privacy.

Placement Guidelines

Video cameras will be used in indoor and outdoor public spaces of the Library where individuals lack a reasonable expectation of privacy. Examples include common areas of the library such as entrances, seating areas, public computers, collections, service desks and unsupervised areas. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as restrooms and private offices.

In determining the placement and use of digital recording cameras, staff and patron safety is the priority; protection of library property is of secondary importance.

Cameras will not be installed or used for the purpose of routine staff performance evaluations.

Public Notice

Signs informing the public that security cameras are in use will be posted at the library entrance.

Security and Monitoring

Cameras will not be continuously monitored. Public and staff should take appropriate precautions for their safety and for the security of their personal property. The Library is not responsible for loss of property or personal injury.

Library staff have access to real-time images. The frequency of viewing and the amount of video viewed will be limited to what is reasonably needed to assure that the system is working, to monitor suspected criminal activity or policy violations, or to determine if footage is available relative to a specific incident.

Data Storage

Recorded data is confidential and secured in a controlled area. Recordings will typically be stored no more than 28 days provided no criminal activity or policy violation has occurred or is being investigated.

Video records and still images may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.

In situations involving banned patrons, stored still images may be shared with staff library-wide and may remain posted in staff areas for the duration of the banning period. Images of banned patrons may be archived.

Access to Archived Footage

Access to archival footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Usage and Access Policies will be with the knowledge and authorization of the Executive Director, an Assistant Director or a Department Manager.

Access is also allowed by law enforcement when pursuant to a subpoena or court order. In emergency situations that present imminent danger of physical harm, law enforcement may gain access by contacting the Executive Director, Assistant Director or Department Manager. In such imminent danger emergencies where law enforcement calls for immediate access, the requesting officer is required to provide their name, agency, badge number, the nature of the emergency and the extent of data requested.

Privacy

Recorded data will be accorded the same level of confidentiality and protection provided to library users by Illinois State law and the American Library Association policies on confidentiality and privacy.

Confidentiality and privacy issues prohibit the public from viewing security camera footage that contains personally identifying information about library users. If the library receives a request from the general public to view security camera footage, they will be directed to contact law enforcement.

Questions from the public may be directed to the Library's Executive Director.

Disclaimer of Liability

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.