

U-12 Security Cameras

Adopted by the Library Board of Trustees, August 20, 2024.

Security Camera Purpose

Security cameras are used to enhance the safety and security of Library patrons, 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 spaces of the Library where individuals lack a reasonable expectation of privacy. Examples include public and shared staff spaces 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 Library entrances.

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 for 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 prohibited patron behavior, stored still images and video may be shared with staff Library-wide. Images and video clips may be digitally archived in staff incident report documentation.

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 or designees.

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 or designees. 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 patrons 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 patrons. If the Library receives a request from the public to view security camera footage, they will be referred to the Executive Director for review.

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.