

## **Poplar Creek Public Library's SECURITY CAMERA POLICY**

The Poplar Creek Public Library District uses security cameras to enhance the safety and security of library users, staff, and property, while adhering to the applicable federal, state and local law concerning the confidentiality of library records, the disclosure of public records and the protection of individual privacy. The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders. Library use is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Executive Director as the executor of the policy for the Board of Trustees has discretion in determining what use is "in the best interest of the Library" and is authorized to act accordingly, including limiting the use of the building and services by individuals whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances. The Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

### **PUBLIC NOTICE**

The Library shall post and maintain signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

### **CAMERA LOCATION**

Cameras are positioned to monitor public areas of the Library such as service areas, entrances, and areas prone to theft, vandalism, or other activities that may violate Library policy or criminal law. Cameras will not be installed in areas where members of the public and staff have a reasonable expectation of privacy, such as restrooms.

### **ACCESS TO DIGITAL IMAGES**

- Video data is recorded and stored digitally. Recorded data is considered confidential and secure. Access to live feeds of images or archived footage in pursuit of incidents of criminal activity or violation of Library conduct is available to Library Administration, Maintenance Staff, Information Technology Staff, Department Managers, Security Personnel, and Persons- in-Charge (PICs).
- Access is also allowed by police when pursuant to a subpoena, court order, or when otherwise required by law.

### **PRIVACY AND CONFIDENTIALITY**

- To the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential as provided in Library Records Confidentiality Act. Only library staff designated by the Library Director or his designee may view real time images or screen recorded images for potential breaches of safety and security. Any inadvertent views of protected information shall be held in confidence by the library staff.
- Typically, images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Executive Director or other authorized employee.

### **RETENTION OF DIGITAL IMAGES**

- Recordings shall be kept for approximately 30 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents.
- Any records produced by the video security system shall be kept in a secure manner, stored in a secure area, and managed appropriately by Library staff.

## **USE/DISCLOSURE OF VIDEO RECORDS**

- All requests for public disclosure of recorded images shall be presented to the Executive Director or designee.
- Guidelines for public disclosure of video imagery shall follow the procedures established by the Executive Director in accordance with the Library Records Confidentiality Act.
- 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.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws upon receipt of a subpoena or court order or in accordance with the law. The requirement of a subpoena may, however, be waived by the Executive Director when appropriate.
- Confidentiality and privacy issues prohibit the general 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 inspect security camera footage, they will be advised to contact the appropriate law enforcement agency.
- As permitted by Section 7 (1) of the Illinois Freedom of Information Act (5 ILCS 140(1)), when a request is made to inspect or copy real time or recorded imagery that contains images exempt from disclosure under the Illinois Library Confidentiality Records Act and/or the Illinois Freedom of Information Act, but also contains images that are not exempt from disclosure, the Library shall redact the images that are exempt and then shall make the remaining images available for inspection and copying.

## **UNAUTHORIZED ACCESS AND/OR DISCLOSURE**

A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Executive Director of the breach.

### ***Disclaimer of Liability:***

This policy shall not impose any responsibility on the Library, its Board of Trustees or its employees to protect against or prevent personal injury or loss of property.

Approved November 20, 2014. Revised and approved November 17, 2016