

## Video Surveillance

In order to ensure the safety of employees, patrons and guests and the security of Library property, the Library maintains security cameras throughout the facility. The security camera installation consists of dedicated cameras which may provide real-time surveillance through a video management system. Security cameras shall be used primarily for the purpose of protecting Library property and providing a safe environment for employees, patrons, and guests.

## Signage

The Library has a sign posted at the public entrance to the building giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

## Camera Location

Cameras are installed and located in areas that are prone to theft or other activities that violate Library policy or criminal law. Cameras monitor all public entrances and exits to the Library. Security cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy such as restrooms or employee break rooms. Security cameras will be positioned to record only those areas specified by the Library Director and will complement other measures to maintain a safe and secure environment in compliance with Library policies.

## Access to Digital Images

Video data is recorded and stored digitally. Recorded data is considered confidential and secure. Access to the recorded archival data is limited to the following authorized individuals: Library Director, Information Technology Manager, Operations Manager, Security Staff, and others at the discretion of the Library Director. Periodic checks are made by the Information Technology Manager and Operations Manager to ensure proper operations of the system. Access may be provided to authorized law enforcement agencies, in accordance with the law.

## Patron Privacy

Recorded data will be accorded the same level of confidentiality and protection provided to library patrons by Illinois state law and the Library's policies. Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a specific event of suspected criminal activity, suspected violation of Library policy, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability.

## Retention of Digital Images

Recordings are generally kept for less than 31 days. Recordings that may be kept longer are either image captures or partial recordings that involve ongoing investigations or to enforce suspensions from the Library.

## 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 expectations of privacy.