

## **Parlin-Ingersoll Public Library Security Camera Policy**

Parlin-Ingersoll Public Library uses security cameras for the safety and security of Library users, staff, and property. The security camera installation consists of dedicated cameras which provide real-time and recorded images through a video management system. The primary purpose of security cameras is to discourage inappropriate and illegal behavior and activities and, when necessary, to provide assistance to law enforcement in the apprehension and prosecution of offenders, in accordance with applicable federal, state and local law regarding the confidentiality of library records. The cameras are not monitored 24/7.

### **PUBLIC NOTICE**

The Library shall post and maintain signage at the entrance of the Library 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. Outside cameras cover library property including parking lots.

Under no circumstances shall cameras be located in areas where patrons and/or staff have a reasonable expectation of privacy, such as restrooms.

### **ACCESS TO DIGITAL IMAGES**

Video images are recorded and stored digitally. Recorded data is considered confidential and secure. Each camera operates independently. The system does not record audio. Some images can be focused, enlarged, and/or enhanced, and stills may be produced.

Access to live and recorded images are limited to camera maintenance/repair, circumstances of substantiated questions of inappropriate or illegal activity by patrons or staff, and/or in pursuit of documented incidents of criminal activity or violation of the Library's Code of Conduct and is restricted to authorized individuals: Library Director, authorized Library staff as designated by the Library Director, Board President, and/or Library Attorney.

Access is also granted to police upon request of the Library Director for incidents involving the library and its property.

Because live image feeds are not continuously monitored, the public and staff should take appropriate precautions for their safety and the security of their personal property. The Library is not responsible for the loss of property or personal injury.

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

Confidentiality and privacy issues may limit the general public from viewing security camera footage that contains personally identifying information about Library users. All requests for disclosure of recorded images, except as stated above for law enforcement, shall be made either in accordance with the Freedom of Information Act, and submitted to the Library Director or consistent therewith. The Director shall review the requested images and determine if the images contain any information

protected by the Library Records Confidentiality Act. As permitted by Section 7(1) of the Freedom of Information Act, when a request is made to inspect or copy recorded images that are exempt from disclosure under the Library Records Confidentiality Act, and also contains images that are not exempt, the Library shall attempt to redact the exempt images and make the remaining images available for inspection or copying.

### **RETENTION OF DIGITAL IMAGES**

Camera footage is stored digitally on a secure digital video recorder. The system normally retains recorded video from all cameras as long as possible, deleting the oldest video only when required to create room for newly recorded video, with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. The latter shall be retained for at least one year after the incident or until such time as any legal matters pertaining to the recording have been resolved. The storage media shall be kept in a secure area and consistent with the provisions of the Local Records Act.

In situations involving suspended, barred, or banned patrons, stored still images may be shared with staff library-wide.

### **PATRON PRIVACY**

Video 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 or 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.

Authorized individuals may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on Library property.

Law enforcement officials or agencies may be provided access to the recorded data upon request.

Recorded data will be accorded the same level of confidentiality and protection provided to Library users by Illinois state law and the Library's policies.

### **DISCLAIMER OF LIABILITY**

A copy of this policy will be shared with any patron or staff member upon request.

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.