

COAL CITY PUBLIC LIBRARY DISTRICT

SECURITY CAMERA POLICY

ADOPTED BY  
BOARD OF TRUSTEES  
AUGUST 20, 2019

Reviewed By Attorney  
5-31-19

## **SECURITY CAMERA POLICY**

The Coal City Public Library District (Library) uses security cameras for the safety and security of Library users, staff and property. The primary purposes of security cameras are for discouraging violations of Library policies, assisting library staff in preventing the occurrence of any violations, and when necessary, providing law enforcement assistance in prosecuting criminal activity while adhering to the applicable federal, state and local law concerning the confidentiality of library records and the protection of individual privacy.

### **PURPOSE**

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images.

### **SIGNAGE**

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.

### **PLACEMENT GUIDELINES**

Regarding the placement and use of the security cameras, staff and patron safety is the first priority. The protection of Library property is of secondary importance.

Video recording cameras will be used in public spaces of Library locations. The recording of audio is restricted under the Electronic Communications Privacy Act and will not be used.

Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the Library such as parking lots, entrances, seating areas, service desks and areas prone to theft or misconduct, or areas where money is stored or handled. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy such as restrooms or private offices.

Cameras may be installed in areas that could assist law enforcement in documenting traffic accidents or other incidents unrelated to the Library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of the

Library building that not only document activity on Library property but also the sidewalk, public streets and surrounding properties.

While cameras are not installed for the purpose of routine staff performance evaluations, the recorded footage may be used to support discipline, up to and including termination of an employee if appropriate.

Cameras will not be continuously monitored. The 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.

Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for no longer than 30 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. These shall be retained for one year after the incident. As new images are recorded, the oldest images will automatically deleted.

#### **USE/DISCLOSURE**

Video records and photographs may be used to identify individuals responsible for Library policy violations, criminal activity on Library property or actions which are disruptive to Library operations.

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 or suspected criminal activity, suspected violation of Library policies or incidents where there is a 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.

Access to archived footage in pursuit of documented incidents of criminal activity or violation of the Library's policies is restricted to designated staff, i.e., the Library Director, Assistant Director, Department Heads and Charge People. Designated staff may have access to real-time images viewable on desktop monitors in secure areas. The Library expects that the frequency of viewing

and the amount of video viewed will be based on the need to assure the system is operating and to ascertain if footage is available relative to a specific incident.

Access to footage by law enforcement will be provided pursuant to a Subpoena, Court Order or as determined by the Library. Video records and photographs may be used to identify individual(s) responsible for Library policy violations, criminal activity on Library property or actions which are disruptive to Library operation.

In situations involving banned patrons, stored still images and/or video footage may be shared with staff. Shared images may be posted in restricted staff areas or in a secure file at public desks for the duration of the banning period. After the banning period ends, these images and/or video footage may be archived in the Library Director's office.

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

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 file a police complaint.

Any Library employee who becomes aware of any unauthorized disclosure of a video recording and/or a privacy breach shall immediately inform the Library Director. A breach of this policy by staff may result in disciplinary action up to and including dismissal.

#### **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.

#### **DAMAGES AND LIABILITY**

Any individual using the Library shall be held responsible for willful or accidental damage to the Library's buildings and collections caused by the individual in accordance with Library policies.

**APPEAL AND REVIEW**

The Board of Trustees authorizes the Library Director to waive regulations under appropriate circumstances. The Library Director is the chief person empowered to make decisions regarding the use of the security cameras.

Any appeals for changes to, or exceptions to, any portion of the Security Camera Policy will be considered. Any individual wishing to file an appeal shall submit it to the Library Director in writing. The Library Director will respond in writing.