

## SECURITY CAMERAS

### POLICY

#### **Purpose**

The Board of Trustees is responsible for establishing rules to maintain safety and security. Security cameras are used, in conjunction with other Library District policies, to deter crime or violations of library policy, and to aid in protecting the safety of individuals and the property of the library, and when necessary, to provide law enforcement assistance in prosecuting criminal activity, in accordance with applicable federal, state and local law regarding the confidentiality of library records.

This policy is guided by Article III of the American Library Association's Code of Ethics, which states that librarians "shall protect each library user's rights to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted."

#### **Public Notification**

Signs will be posted and maintained at all entrances informing the public and staff that security cameras are in use.

#### **Placement and Usage of Cameras**

- 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.
- Because 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 Antioch Public Library District is not responsible for loss of property or personal injury.
- Cameras are not installed nor will they be used for the purpose of routine staff performance evaluations.

#### **Staff Access**

- Video surveillance will be conducted in a professional manner by personnel who have been appropriately authorized by the Library Executive Director.
- Persons with authorized access to the camera system and recordings in pursuit of a documented incident of injury or criminal activity or policy violation shall be limited to:
  - a. Library Executive Director and/or his/her designee;
  - b. Assistant Director and/or his/her designee;
  - c. Contractors authorized by the Library Executive Director in the course of installation or repairs; and
  - d. Certain Village of Antioch personnel pursuant to a Memorandum of Understanding.
- Persons with authorized access to the camera system for real-time viewing shall include all staff members.
- Those authorized persons may also have access to real-time images, viewable in secure areas to ensure private access. The frequency of viewing and the amount of video viewed will be limited

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to the minimum needed to give assurance that the system is working or to ascertain if footage is available relative to a specific incident.

#### **Storage and Use of Recordings and Photographs**

- Recorded data is confidential and secured in a controlled area. Recordings will typically be stored for no longer than 30 days. As new images are recorded, the oldest images will be automatically deleted. Exclusions to this include any records retained as part of a criminal investigation or court proceeding (criminal or civil), or other use as approved by the Library Executive Director or Assistant and in accordance with applicable law.
- When an incident report is written for which an image would be helpful and an integral part of the report, the image may be attached to the report for distribution to authorized personnel in a secure manner.
- In situations involving persons banned from library property, stored still images may be shared with staff system-wide. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images will be archived in the Administrative Offices for 5 years.
- A log will be maintained with name, date, time, and reason for all viewing access including proper maintenance of system, investigation of an incident, pursuant to a subpoena, etc.

#### **Release of Recordings**

- No recordings or images which show identifiable persons, identifiable library materials in possession of a library user, or other readable communication from a library user to a library employee shall be released at the request of third parties until the proprietary of disclosing the requested recordings or images has been evaluated as provided below.
- All requests for recordings or images obtained by Antioch Public Library District security cameras will be reviewed by the Library Executive Director, in consultation with legal representation. Such recordings or images will be released, or disclosure will be declined, in accordance with applicable laws, including the Illinois Library Records Confidentiality Act, including exigent circumstances or in response to a search warrant or court order.
- Any recordings or stills retained as part of a criminal investigation shall be stored in a secure location on the library's internal network, accessible only by the Library Executive Director or Assistant Director and/or their designee.
- Recordings or images may also be shared with library insurance representatives when relevant to an insurance claim investigation.
- Certain Village of Antioch personnel pursuant to a Memorandum of Understanding will have access to live streaming and/or the recordings.

#### **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 in accordance with the Freedom of Information Act, and submitted to a Library Freedom of Information Officer. The Freedom of Information Officer shall review the requested images and

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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. A breach of this policy by a library employee 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 Responsibility**

The Antioch Public Library District 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.

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