

FOREST PARK PUBLIC LIBRARY SECURITY CAMERA POLICY

The Forest Park Public Library uses security cameras to improve the safety and security of library users and staff by discouraging violations of the Library's Code of Conduct, to assist library staff in preventing the occurrence of any violations, and, when necessary, to provide law enforcement assistance in prosecuting criminal activity while adhering to applicable federal, state, and local law concerning the confidentiality of library records and the protection of individual privacy.

Security Camera Purpose and Placement

1. Video recording cameras will be used in public spaces of library locations to discourage criminal activity and violations of the Library's Code of Conduct. Audio recordings will not be made.
2. Cameras may be installed at indoor and outdoor locations where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library, entrances, bike racks, seating areas, service desks, and areas prone to theft or misconduct, or areas where money is stored or handled.
3. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms and private offices.
4. Signs will be posted at the building entrance informing the public and staff that security cameras are in use.
5. 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 Library is not responsible for loss of property or personal injury.
6. In the placement and use of digital recording cameras, staff and patron safety is the first priority. Protection of Library property is of secondary importance.
7. Recorded data is secured in a controlled area. Video recordings will typically be stored for no longer than 60 days. As new images are recorded, the oldest images will be automatically deleted.

Use/Disclosure of Video Recordings

1. Access to the archived footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Code of Conduct is restricted to designated staff: the Library Director, Department Heads and the Library Security Monitor.
2. Access is allowed by law enforcement when pursuant to subpoena, court order, or as permitted by law.

3. Access is allowed by the general public under the provisions of the Freedom of Information Act. As permitted by Section 7 (1) of the Illinois Freedom of Information Act, 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 or Disclosure

A breach of this policy 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 potential privacy breach has a responsibility to immediately inform the Library Director.

Approved March 21, 2016