

408: Security Cameras

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The Library District has security cameras to enhance the safety and security of library patrons, staff, and property. Security cameras provide recorded and real-time data that supports library security and operations. Because security cameras are not constantly monitored, staff and the public should take appropriate precautions for their safety and for the security of personal property. The library is not responsible for loss of property or personal injury. There is no audio recording associated with the security cameras.

USE/DISCLOSURE OF VIDEO RECORDS

Access to the real-time monitors and archived footage is restricted to the Executive Director, Assistant Director, Security Monitors, IT or other staff designated by the Executive Director or Assistant Director. Access is also allowed to law enforcement officials upon request or when pursuant to a subpoena, court order, or when otherwise required by law. Recorded footage is a public record subject to the Freedom of Information Act (5 ILCS 140/1) and may be released subject to any applicable exemptions.

The Executive Director or Assistant Director will be notified of all requests for exported video footage to be furnished to law enforcement or other outside agencies, or for archival beyond normal time periods. When footage extraction or archival is requested, the Executive Director or Assistant Director will notify IT of specific dates and time blocks requested. IT will maintain a record of export requests, including dates, times, locations, the requestor, and the subject matter of the footage.

PRIVACY

The library shall maintain signage at all public entrances stating that security cameras are in use. The library is a public facility, and there can be no expectation of privacy in common areas. Cameras are not located in areas where such an expectation would exist (e.g., Restrooms). Patron privacy will be maintained as required by the Illinois Library Records Confidentiality Act (75 ILCS 70/1-2).

RETENTION

Video records will be maintained for approximately 14 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, provided no criminal activity or policy violation has occurred. In cases where criminal or civil litigation is involved, recordings will be kept until 30 days after the final judgment is entered.

Recorded footage and incident reports are public records subject to the Local Records Act (50 ILCS 205/1) and will be retained pursuant to the library's approved records retention schedule. As new images are recorded, the oldest images will automatically be deleted. The actual length of time footage will be retained varies depending on the camera's memory, recording length, and site activity.