

Security Camera Policy

A. PURPOSE

The Itasca Community Library is a community space for all to use and one that promotes a safe and welcoming environment. The purpose of the security cameras is to help prevent any criminal activity and to assist in protecting the safety of individuals and library property. Even with security cameras, patrons 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.

B. PRIVACY & CONFIDENTIALITY

The library is committed to ensuring patron and staff privacy. Cameras may be installed in public areas, inside and outside the library, including entrances, near print and media collections, public seating areas, and parking lots. Cameras will not be installed in areas where patrons or staff have reasonable expectations of privacy, such as restrooms or employee break rooms. Recording hardware is housed in a safe, secure location accessible only to staff.

In conjunction with American Library Association's Code of Ethics and the Illinois Library Records Confidentiality Act, video recordings will not be used to directly or indirectly identify the activities of any library patron or staff except as viewed in relation to a specific event, suspected criminal activity, or suspected violation of library policies.

The public will be notified by signage at the entrance to the library that video surveillance is in use for security purposes.

Video surveillance cameras will not be continuously monitored.

C. ACCESS TO RECORDINGS

Access to live feeds and recorded data is limited to authorized library staff designated by the Library Director. The handling of video recordings and images will be conducted in a professional manner by personnel who have been trained in the use of the equipment and in its responsible use.

The Library Director will review all requests received by the library to release recordings or images obtained by the security cameras. No release of any recordings or images will occur without authorization by the Library Director or his/her designee.

Only authorized library staff can view and/or export video footage. No unauthorized recording of video footage through cell phones, portable devices, or any other means is permitted.

Law enforcement officials or agencies may be provided access to recordings or images pursuant to a subpoena, court order, or as determined by the Library Director. Recordings or images may be shared with library insurance representatives when relevant to an insurance claim investigation.

D. RECORDING RETENTION

Recordings shall be kept for approximately 30 days with the exception of appropriate still images or selected portions of recorded data relating to specific incidents. These selected images and recordings shall be retained for one year after the incident or until any legal matters pertaining to the recording have been resolved in a secure location. In situations involving banned patrons, stored images may be shared with library staff.

E. BREACH OF THIS POLICY

Any Library employee who becomes aware of any unauthorized disclosure of video recording and/or a privacy breach shall immediately inform the Library Director.

Failure to abide by this policy by staff may result in disciplinary action up to and including dismissal.

Approved May 19, 2020