

## **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

### **VIDEO SURVEILLANCE POLICY**

The use of video surveillance is intended to enhance the safety and security of Library users and staff by discouraging violations of the Library District's Code of Conduct, assisting Library staff in preventing violations, and providing law enforcement assistance in prosecuting criminal activity.

#### **GUIDELINES**

1. Video surveillance may be conducted in public spaces of the Library.
2. Surveillance cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas such as parking lots, entrances, seating areas, and service desks and areas where money is stored or handled.
3. Surveillance cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms.
4. Notice of video surveillance may be posted on Library property informing the public and staff that security cameras are in use.
5. Surveillance cameras may 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 District is not responsible for loss of property or personal injury.
6. Recorded data is confidential and secured in a controlled area. The Library District has discretion with respect to retention, disposal and/or destruction of recordings.
7. Surveillance cameras are not intended for the purpose of routine staff performance evaluations.
8. Nothing in this policy alters the confidentiality of Library records under the Library Records Confidentiality Act.
9. The Library reaffirms its support for Article III of the American Library Association's Code of Ethics, which states that librarians "shall protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired and transmitted."

## **USE/DISCLOSURE**

1. Access to archived video surveillance footage is restricted to the Library Director and his/her designee(s).
2. Access to video surveillance footage by law enforcement will be provided pursuant to a Subpoena, Court Order, and applicable law, or as determined by the Library District.
3. Video images may be maintained as determined by the Library District.
4. Video records and photographs may be used to identify individuals responsible for Library policy violations, criminal activity on Library District property, or actions which are disruptive to Library District operations.
5. In situations involving banned patrons, images may be shared with staff and images may be posted in restricted staff areas for the duration of the banning period.
7. A breach of this Policy by staff may result in disciplinary action up to and including dismissal.
8. Any Library District employee who becomes aware of any unauthorized disclosure of a video recording and/or a privacy breach shall immediately inform the Library Director.
9. A copy of this Policy may be provided to any patron or staff member upon request.
10. This Policy is posted on the Library District's website.
11. Questions from patrons may be directed to the Library Director or the Administrative Office.

## **DISCLAIMER**

1. The Library District disclaims any liability for use of video data.

Approved by Board of Library Trustees: 2/25/2019; 7/22/2024