

# **Video Surveillance Policy**

## **Purpose and Use**

Video surveillance at the Crystal Lake Public Library (CLPL) is intended to be used to enhance the safety and security of library visitors, staff and property; to discourage violations of library policies and assist staff in enforcing CLPL policies; and to deter illegal behavior and activities and, when necessary, assist law enforcement in the apprehension and prosecution of offenders, under applicable federal, state, and local law regarding the confidentiality of library records.

The security camera system is not used to monitor or evaluate staff.

All recordings are considered confidential. The Library recognizes the importance of balancing the safety of patrons and staff with ensuring patron privacy.

## **Areas of Surveillance**

Cameras shall be located and directed to provide surveillance in areas where potential property loss might occur or in locations that present security concerns.

Cameras are not located in or positioned to view areas where visitors or staff have a reasonable expectation of privacy, such as restrooms.

## **Access to Surveillance Recordings**

Surveillance recordings shall be stored in a secure location. Only the Executive Director, the Board President, or Library staff authorized by the Executive Director shall have access to the recordings.

Video footage will be accorded the same level of confidentiality and protection provided to patrons by Illinois state law and CLPL's policies. Such footage or images will be released or disclosure declined in accordance with applicable laws, including the Illinois Library Records Confidentiality Act (75 ILCS 70), emergency situations, in response to a search warrant or court order, or at the Executive Director's discretion in limited circumstances where an incident has occurred at the Library.

Upon receipt of any document purporting to require the release or disclosure of surveillance recordings, the Executive Director and Board President in consultation with the library's attorney will ensure compliance with the law. Other than responding to such formal processes, the Library shall not release recordings to the general public. The Library Board recognizes that such action would constitute an unwarranted invasion of personal privacy.

All recordings from the video surveillance system shall be identified with date and camera location information. The Executive Director will ensure that all instances of access to and use of recorded material are logged.

## **Storage and Retention**

Video footage is recorded and stored digitally for approximately 30 days, at which point the oldest footage is automatically deleted by the system to provide file space for new footage.

Exclusions to this include any images or video footage that are retrieved from the server and stored separately onto the Library's secure internal network because the records relate to specific incidents in the library involving policy violations, unlawful activity, actions considered disruptive to normal library operations or incidents where there is a reasonable basis to believe a legal claim may be made against CLPL. Separately stored images and video may also be retained to identify members whose library privileges have been suspended or as needed for criminal investigations or court proceedings (criminal or civil).

Separately retrieved images and video are public record subject to the Local Records Act (50 ILCS 205/1, et seq. "LRA") and will be retained, stored and discarded pursuant to CLPL's approved records retention schedule.

## **Notice of Surveillance**

CLPL shall place clearly visible signs at the Library's main public and staff entrances advising that areas of the Library are subject to video monitoring.

## **Disposal and Destruction of Recordings**

The Library shall establish guidelines for the retention, disposal, and destruction of recordings.