

Video Surveillance

Purpose and Use

Video surveillance at the Crystal Lake Public Library (CLPL) is intended to protect public property and to ensure the safety of library patrons. It shall only be used for such purposes.

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.

Access to Surveillance Recordings

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

Recordings may be released to the proper authorities at the Library Director's discretion if an incident has occurred at the Library. Additionally, the Library shall comply with properly executed search warrants and subpoenas requiring the Library to provide surveillance recordings.

Upon receipt of any document purporting to require the release or disclosure of surveillance recordings, the Library Director and Board President in consultation with the Library 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 Library Director will ensure that all instances of access to and use of recorded material are logged.

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.