

<p style="text-align: center;">MIDLOTHIAN PUBLIC LIBRARY SECURITY CAMERA POLICY</p>
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I. PURPOSE

The Board of Trustees is responsible for establishing rules to maintain safety and security. Security cameras are used, in conjunction with other Library policies, to deter crime or violations of Library policy, and to aid in protecting the safety of individuals and the property of the Library, and when necessary, to provide law enforcement assistance in prosecuting criminal activity, in accordance with applicable federal, state and local law regarding the confidentiality of Library records.

This policy is guided by Article III of the American Library Association's Code of Ethics, which states that librarians "shall protect each library user's rights to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted."

II. PUBLIC NOTIFICATION

Signs will be posted and maintained at all entrances informing the public and staff that security cameras are in use.

III. PLACEMENT AND USAGE OF CAMERAS

- A. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the Library such as parking lots, entrances, seating areas, service desks, areas prone to theft or misconduct, or areas where money is stored or handled.
- B. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms or private offices.
- C. Because cameras will 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 is not responsible for loss of property or personal injury.
- D. Cameras are not installed nor will they be used for the purpose of routine staff performance evaluations.

IV. STAFF ACCESS

- A. Video surveillance will be conducted in a professional manner by personnel who have been appropriately authorized by the Library Director.
- B. Persons with authorized access to the camera system and recordings in pursuit of a documented incident of injury, criminal activity, or policy violation shall be limited to:
 - 1. Library Director or their designee;

**MIDLOTHIAN PUBLIC LIBRARY
SECURITY CAMERA POLICY**

2. Law enforcement as deemed necessary by the Library Director.
- B. Contractors authorized by the Library Director shall have access to the camera system and recordings in the course of installation or repairs.
 - C. Persons with authorized access to the camera system for real-time viewing shall include all staff members. These authorized persons may have access to real-time images, viewable in secure areas to ensure private access. The frequency of viewing and the amount of video viewed will be limited to the minimum needed to give assurance that the system is working, to ascertain if footage is available relative to a specific incident, or to detect in-progress incidents of security concern.

V. STORAGE AND USE OF RECORDINGS AND PHOTOGRAPHS

- A. Recorded data is confidential and secured in a controlled area. Recordings will typically be stored for no longer than 30 days. As new images are recorded, the oldest images will be automatically deleted. Exclusions to this include any records retained as part of a criminal investigation or court proceeding (criminal or civil), or other use as approved by the Library Director and in accordance with applicable law.
- B. When an incident report is written for which an image would be helpful and an integral part of the report, the image may be attached to the report for distribution to authorized personnel in a secure manner.
- C. In situations involving persons banned from Library property, stored still images may be shared with staff system-wide. Shared images may remain accessible in restricted staff areas for the duration of the banning period. After the banning period ends, these images will be archived in the Administrative Offices for 5 years.
- D. A log will be maintained with name, date, time, and reason for all viewing access to recorded footage, including proper maintenance of system, investigation of an incident, pursuant to a subpoena, etc.

VI. RELEASE OF RECORDINGS

- A. No recordings or images which show identifiable Library materials in possession of an identifiable Library user or other readable communication from a Library user to a Library employee shall be released at the request of third parties until the propriety of disclosing the requested recordings or images has been evaluated as provided below.
- B. All requests for recordings or images obtained by Library security cameras will be reviewed by the Library Director or their designee, in consultation with legal representation as needed. Such recordings or images will be released, or disclosure will be declined, in accordance with applicable laws, including the Illinois Library Records

**MIDLOTHIAN PUBLIC LIBRARY
SECURITY CAMERA POLICY**

Confidentiality Act, including exigent circumstances or in response to a search warrant or court order.

- C. Any recordings or stills retained as part of a criminal investigation shall be stored in a secure location on the Library's internal network, accessible only by the Library Director or their designee.
- D. Recordings or images may also be shared with Library insurance representatives when relevant to an insurance claim investigation.

VII. UNAUTHORIZED ACCESS AND/OR DISCLOSURE

Confidentiality and privacy issues may limit the general public from viewing security camera footage that contains personally identifying information about Library users. All requests for disclosure of recorded images, except as stated above for law enforcement, shall be made in accordance with the Freedom of Information Act, and submitted to a Library Freedom of Information Officer. The Freedom of Information Officer shall review the requested images and determine if the images contain any information protected by the Library Records Confidentiality Act. As permitted by Section 7(1) of the Freedom of Information Act, when a request is made to inspect or copy recorded images that are exempt from disclosure under the Library Records Confidentiality Act, and also contains images that are not exempt, the Library shall attempt to redact the exempt images and make the remaining images available for inspection or copying. A breach of this policy by a Library employee may result in disciplinary action up to and including dismissal. Any Library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Library Director of the breach.

VIII. DISCLAIMER OF RESPONSIBILITY

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility, and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

Adopted 3/2024