



BARTLETT PUBLIC LIBRARY DISTRICT SECURITY CAMERA POLICY

GENERAL

The Bartlett Public Library District (Library) is committed to ensuring the safety and security of all patrons and staff on its premises. To achieve this goal, the Library has installed security cameras in strategic locations throughout and around the building. The security camera system provides real-time surveillance capabilities and the ability to review past recordings. Audio recording is not supported by this system.

The cameras will be used to monitor activity in the Library to deter and detect violations of Library policy and/or criminal activity. The security camera system may be used to identify individuals engaged in such activities. Images of banned patrons may be shared with staff and/or posted in staff areas to assist with ban enforcement for the duration of the ban.

The security cameras are not continuously monitored. All persons should continue to take appropriate actions to assure the security of their person and belongings while on Library property. The Library is not responsible for any injury, nor for loss of or damage to personal property, resulting from a lack of such action.

PRIVACY

Only the Library Director and designated staff are authorized to access the security camera system. Authorized staff include:

- The Library Director
- The Assistant Director
- The Information Technology Manager
- The Information Technology Assistant



Recordings may be provided to third parties under the following circumstances:

- Some footage may be subject to the Freedom of Information Act (FOIA). Any member of the public with a valid FOIA request for qualifying footage will receive a copy of that recording.
- The Library will provide footage to any law enforcement agent with a valid search warrant, subpoena, or court order for such information, within the scope of the request.
- The Library may provide footage to law enforcement in an emergency situation.
- The Library may also provide footage to law enforcement in other situations at the discretion of Library Administration.

In the event that the Library receives a valid and time-sensitive request for footage and there is no authorized staff member present to service it, the Library Director or Assistant Director may issue temporary, one-time authorization to another member of staff to service that request.

Note that the Library is a public facility, and there can be no expectation of privacy in common areas. Cameras are not located in areas where such an expectation would exist, such as in restrooms. Patron privacy will be maintained to the degree required by the Illinois Library Confidentiality Act (75 ILCS 70/1-2). The cameras are focused primarily on Library property; however, some portions of other public areas may be in view. The security camera system is not and will not be used for the purposes of monitoring staff performance.

NOTIFICATION

The Library shall post and maintain signage at the public entrance(s) to the building giving notice of its usage of security cameras.

RETENTION

Recordings are maintained for a minimum of 30 days. Old recordings are automatically erased as storage is needed for new recordings. Footage pertinent to incidents or criminal investigations will be further retained at least until it is no longer required. The Library has discretion with respect to retention and deletion of all other recordings. Recordings are secured on a device in a controlled area.



BREACH OF POLICY

Unauthorized access to the security camera system, unauthorized disclosure of recordings from the security cameras, as well as any other breach of legally required privacy involving this system, by any employee or contractor of the Library, will result in disciplinary action, up to and including dismissal.

Any staff member who becomes aware of a breach of this policy should immediately notify the Library Director or Assistant Director.