

## **SECURITY CAMERA POLICY**

The Lansing Public Library uses security cameras to improve the safety and security of library users and staff by discouraging violations of the Library's Patron Behavior Policy, to assist library staff in preventing the occurrence of violations, and, when necessary, to provide law enforcement assistance in prosecuting criminal activity while adhering to applicable federal, state, and local law concerning the confidentiality of library records and the protection of individual privacy.

### **Public Notification**

Signage is posted and maintained at both entrances informing the public and staff that security cameras are in use.

### **Placement and Usage of Cameras**

- Cameras may be installed in outdoor and indoor places where individuals lack reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, sidewalks, entrances, seating areas, service desks, and areas prone to theft or misconduct, or areas where money is stored or handled.
- Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy such as restrooms or offices.
- 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 Lansing Public Library is not responsible for loss of property or personal injury.
- Cameras are not installed nor will they be used for the purpose of routine staff performance evaluations.
- Audio recordings are not made or kept as part of the security camera system.

### **Staff Access**

- Only Department Heads will be trained in the responsible use of the camera system
- Only the Library Director and the Department Heads have authorized access for live video viewing and to capture recorded video or images in pursuit of a documented incident of injury, criminal activity, or in response to a court order or other official request.
- All viewing of recorded video or images for these purposes will be done in secure areas to ensure private access.

## **Storage and Use of Video Footage and Images**

- Recorded data is in a controlled area. Video recordings will be typically be stored for no longer than 60 days. As new images are recorded, the oldest images will be automatically deleted.
  1. Exclusions to this include any records maintained as part of a criminal investigation or court proceeding (criminal or civil), or other use as approved by the Library Director in accordance with applicable law.
- When an incident or accident report is written for which an image or recording would be helpful and an integral part of the report, the image may be attached to the report and saved on the library's network.
- All reports, recorded video, or saved image files that are made in response to security issues will be retained, stored and discarded according to the Local Records Act and any other applicable records retention laws in Illinois.
- A log will be maintained with staff name, time, date, and reason for all viewing of recorded video, investigation of an incident; pursuant to a subpoena, etc. Entries will be made on an online form that the staff member can submit, but cannot view all entries in the log.
- Any recorded video or images 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 a Library Department Head.

## **Release of Video Footage and Images**

- No recorded video or images which show identifiable persons, identifiable library materials in possession of a library user, or other readable communication from a library user to a library employee shall be released at the request of 3<sup>rd</sup> parties, such as law enforcement, until the request has been evaluated as provided below.
  1. All requests for recorded video or images obtained by the Lansing Public Library security cameras will be reviewed by the Library Director or designees in consultation with the library's attorney. Such video footage or images will be released, or disclosure will be declined, in accordance with applicable laws, including the Illinois Library Records Confidentiality Act 75 ILCS/70.
  2. In response to a search warrant or court order, when the Library Director is unavailable, the Manager on Duty, will review and determine eligibility for release in consultation with the library's attorney.

3. In exigent circumstances, if all four conditions to an emergency exception to the Library Records Confidentiality Act can be met, recorded video or images may be released without consulting the attorney.
4. In instances when the library calls the police or files a police report, release of recorded video or images may be done without consulting the attorney as long as the images do not include any information protected by the Library Records Confidentiality Act.
5. Recorded video or images may also be shared with library insurance representatives when relevant to an insurance claim investigation.
6. All requests for disclosure of recorded video or images, except as stated above for law enforcement or insurance purposes, shall be made in accordance with the Freedom of Information Act, and submitted to the Library Director. The Director shall review the requested video or images and determine if they 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.

### **Unauthorized Access and/or Disclosure**

A breach of this policy by a library employee may result in disciplinary action up to and including termination. Any library employee who becomes aware of any unauthorized disclosure of a video recording or image, and/or a potential privacy breach has a responsibility to immediately inform the Library Director.

### **Disclaimer of Responsibility**

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