



## SECURITY CAMERA POLICY

The Galena Public Library uses security cameras to enhance the safety and security of library patrons, staff, and property. The primary use of the security cameras is to discourage inappropriate and illegal behavior, to enhance the opportunity to apprehend offenders, and to, when necessary, provide law enforcement assistance in prosecuting criminal activity.

### PUBLIC NOTICE

The Library shall post and maintain signs at both entrances of the building giving notice of the use of security cameras for monitoring and recording activity in public areas of library property.

### CAMERA LOCATION

Cameras are positioned to monitor public areas of the Library such as service areas, entrances, the parking lot, and areas that are prone to theft, vandalism, or other activities that may violate Library policy or criminal law.

Under no circumstances shall cameras be located in areas where patrons and/or staff have a reasonable expectation of privacy, such as restrooms.

### ACCESS TO DIGITAL IMAGES

Video data is recorded and stored digitally. Recorded data is considered confidential and secure.

Access to live feeds of images and recorded data is limited to authorized Library staff. Live feed activities are randomly monitored. Because the cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and the security of their personal property. The Library is not responsible for the loss of property or personal injury.

### 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 patrons. 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 the Library's FOIA officers. The FOIA officers will 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 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. Only authorized employees can view and/or export video footage. No authorized recording of video footage through cell phones, portable devices, or any other means is permitted. Any Library employee who becomes aware of unauthorized disclosure of a

video recording and/or a potential privacy breach has a responsibility to immediately inform the Library Director.

### RETENTION OF DIGITAL IMAGES

Recording shall be kept for approximately 14 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. The latter shall be retained for one year after the incident or until such time as any legal matters pertaining to the recording have been resolved. The storage media shall be kept in a secure area or file.

In situations regarding banned patrons, stored images may be shared with all staff and the Board of Trustees.

### PATRON PRIVACY

Video surveillance records are not to be used directly or indirectly to identify the activities of individual library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of Library policy, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability.

Authorized individuals may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual, or for investigating a crime on library property.

Law enforcement officials or agencies may be provided access to the recorded data pursuant to a subpoena, court order, or as permitted by law.

Recorded data will be accorded the same level of confidentiality and protection provided to Library users by Illinois State Law and the Library's policies.

### DISCLAIMER OF LIABILITY

A copy of this policy will be shared with any patron or staff member upon request. This policy is posted on the Library's website.

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.

### DAMAGES AND LIABILITY

Any individual using the Library shall be held responsible for willful or accidental damage to the Library's building and collections caused by the individual in accordance with the Library's Patron Code of Conduct Policy.

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