



SECURITY CAMERA POLICY

Policy #390 - Approved & Adopted 07/17/24

I. PURPOSE

The Warrenville Public Library District (WPLD) uses a security camera system consisting of dedicated cameras that provide live and recorded footage through a video management system.

The security camera system is used to enhance the safety and security of library visitors, staff and property; to discourage violations of library policies and assist staff in enforcing WPLD policies; and to deter illegal behavior and activities and, when necessary, assist law enforcement in the apprehension and prosecution of offenders, under applicable federal, state, and local law, and subject to the Library Records Confidentiality Act.

The security camera system is not used to monitor or evaluate staff.

II. PUBLIC NOTICE

WPLD posts and maintains signs giving notice of the use of security cameras for monitoring and recording activity in public areas on library property. Individuals on WPLD property consent to the recording of security camera footage pursuant to the terms and conditions of this policy.

Cameras are not continuously monitored, so the public should take appropriate precautions for their safety and for the security of their personal property.

III. CAMERAS

Security cameras are positioned both indoors and outdoors to monitor staff and public areas of the library such as service areas, entrances, parking lots and areas prone to theft, vandalism or other activities that may violate WPLD policy or the law.

Under no circumstances are cameras located in areas where visitors or staff have a reasonable expectation of privacy, such as restrooms.

Both video and audio recordings are made and kept as part of the security camera system.

IV. STORAGE & RETENTION

Video footage is recorded and stored digitally for approximately 30 days, at which point the oldest footage is automatically deleted by the system to provide file space for new footage.

Exclusions to this include any images or video footage that are retrieved from the server and stored separately onto the Library's secure internal network because the records relate to specific incidents in the library involving policy violations, unlawful activity, actions considered disruptive to normal library operations or incidents where there is a reasonable basis to believe a legal claim may be made against WPLD. Separately stored images and video may also be retained to identify members

whose library privileges have been suspended or as needed for criminal investigations or court proceedings (criminal or civil).

Separately retrieved and stored images and video are public record subject to the Local Records Act (50 ILCS 205/1, et seq. "LRA") and will be retained, stored and discarded pursuant to WPLD's approved records retention schedule.

V. ACCESS & USE

Video footage is not to be used directly or indirectly to identify the activities of individual library visitors except when viewed to identify situations and individuals involving suspected WPLD policy violations, suspected unlawful activity, actions considered disruptive to normal library operations or incidents where there is a reasonable basis to believe a legal claim may be made against the Library.

Video footage will be accorded the same level of confidentiality and protection provided to patrons by Illinois state law and WPLD's policies. Such footage or images will be released or disclosure declined in accordance with applicable laws, including the Illinois Library Records Confidentiality Act (75 ILCS 70), emergency situations or in response to a search warrant or court order.

A. Library Staff

WPLD does not routinely monitor live or recorded video footage. Any viewing of live or recorded video footage will only take place in secure areas to ensure privacy. Access to live or recorded video footage is limited to authorized staff, which includes the Executive Director, Assistant to the Director, IT Manager, and their designees when necessary.

Video footage and images may be discreetly shared with other library staff to identify individuals who have been involved in an incident as described above, or who have had their use of the Library revoked in order to maintain a safe and secure environment.

B. The Public

The general public will not be allowed to view live security camera footage but may request copies of recorded footage pursuant to FOIA.

Recordings or images may be securely shared with library insurance representatives when relevant to an insurance claim investigation.

C. Law Enforcement

Upon review by authorized staff, law enforcement officials may be provided secure access to the Library's video footage pursuant to official warrants, subpoenas, court orders, or as otherwise permitted by law, including such situations involving imminent danger to public health and safety. The Library shall retain a copy all such requests for its records.

Authorized staff may securely release security camera footage or captured images to law enforcement officials without a warrant under the following circumstances:

- In connection with documented incidents reported to the police by WPLD staff, including requests to law enforcement to review footage or images for the purposes of assessing a specific individual's security risk or for investigating a crime on Library property.
- In exigent circumstances, where the requesting law enforcement officer represents that it

is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The requesting law enforcement officer must fill out the Law Enforcement Officer's Request for Security Camera Footage form found at the end of this policy.

Note: If the request also involves information contained in the library's registration and/or circulation records, refer to Library Policy #420 – Confidentiality of Library Records. The requesting law enforcement officer must instead complete the Law Enforcement Officer's Request for Confidential Library Information form found at the end of that policy.

VI. FREEDOM OF INFORMATION ACT (FOIA)

Recorded footage is a public record subject to the Freedom of Information Act (5 ILCS 140/1, et seq., "FOIA"), and may be released subject to any applicable exemptions. All requests received by the WPLD for inspection or copying of recorded footage should be forwarded to the library's FOIA Officer for review and response. The FOIA Officer 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.

VII. DISCLAIMER OF LIABILITY

The library disclaims any liability for the use of video data under the terms of this policy, given that the library is a public facility and the security cameras are limited to those areas where visitors and/or staff have no reasonable expectation of privacy.

**Warrenville Public Library District
Law Enforcement Officer's Request for Security Camera Footage**

1. My request for information is limited to identifying a suspect, witness or victim of a crime.
2. As the basis for this request, I represent the following:
 - a. I am a sworn law enforcement officer, and
 - b. As a result of an emergency where I believe there is imminent danger of physical harm, it is impractical to secure a Court Order for the identification information.
3. The information I request relates to the following event (Describe event and information sought)

Officer's Name (print): _____

Officer's Signature: _____

Officer's Agency/Department: _____

Badge Number: _____

Date signed: _____

Time signed: _____

4. Officer's Acknowledgement - I acknowledge receipt from the Warrenville Public Library District of the information I requested.

Officer's Signature: _____

5. Name(s) & Signatures(s) of staff member assisting with the information requested:

Name: _____

Signature: _____

Name: _____

Signature: _____