

HIGHLAND PARK PUBLIC LIBRARY

Policy 403

Library Video Recording Device Policy

Purpose: Security cameras are intended to:

1. Enhance the safety and security of Library patrons and staff;
2. Discourage violations of the Library's Policies and Rules of Behavior;
3. Assist Library staff in preventing such violations;
4. Assist law enforcement in prosecuting criminal activity.

Guidelines for use of security cameras/video surveillance:

1. Video surveillance may be conducted in all public areas of the Library.
2. Security cameras may be installed in any outdoor and indoor location where there is no reasonable expectation of privacy. Examples: common areas of the Library such as parking lots, entrances, seating areas, and service desks.
3. Security cameras will not be installed in locations where there is a reasonable expectation of privacy. Examples: restrooms or staff offices.
4. Notice of video surveillance may be posted at one or more locations on Library property.
5. The Library retains discretion with respect to retention, disposal, and/or destruction of recordings.
6. The surveillance system will be stored in a secure location. The only Library personnel with access to the surveillance system are:
 - a. Executive Director and his/her designees
 - b. IT Services Manager and his/her designees
 - c. Board President and his/her designees
7. Video recordings and images will be released or disclosed in accordance with applicable law.
8. The Library may provide law enforcement officials with real time access to the Library's surveillance system.
9. The Library reaffirms its support for Article III of the American Library Association's Code of Ethics, which states that librarians "shall protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted."
10. Nothing in this Policy alters the confidentiality of Library records under the Library Records Confidentiality Act, 75 ILCS 70/1.