**Security Cameras in Library (12/16/2014)**

“The McHenry Public Library is a welcoming place that enriches the quality of individual and community life through responsive library services…”  To complete this mission, the Library must offer a welcoming, open atmosphere and provide a quiet, comfortable and safe environment where people can use library facilities and collections for intended purposes to the maximum extent possible.

The Library employs a number of in building/on site security cameras in various locations needed to provide peace of mind to library users and staff by discouraging violations of the Library’s Rules of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.  The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at the McHenry Public Library.

*Purpose, Use and Areas of Security*

A number of cameras are installed at various indoor and outdoor library locations on an as needed basis. Cameras are positioned to provide security footage at optimum locations where potential property loss or security issues might occur. Each camera operates independently and starts recording on motion detect (without sound), so maximum DVR recording length may vary from position to position. Also color/BW footage varies as to light intensity. Some images can be focused, enlarged and/or enhanced and stills produced. Camera activity will not be randomly checked unless there are substantiated questions of illegal/objectionable activity by patrons or staff or in the case of camera maintenance/repair. Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the Library’s Rules of Conduct is restricted to designated staff:  Executive and Assistant Director or their designate, Board President and/or Library Attorney. Access is also allowed by police when pursuant to a subpoena, court order, or when otherwise required by law. Designated staff as described above may have access to real-time monitors.  Images will be viewed on desktop monitors by designated staff only as well as on designated staff’s portable devices, when applicable.

*Retention, Disposal and Destruction of Recordings*

Camera footage is stored digitally on secure DVRs. Normally, all security cameras initiate recording on motion-sense. Normal recording retention period is 30-days with automatic recording over themselves at the start of the 30-day period but individual camera recording time varies greatly depending upon motion/activity in the camera viewable area (See Additional Guidelines). Copies of recordings for specific instances may be made at the request of law enforcement or others (with the authorization of restricted staff) and placed on thumb drives or on recordable DVDs, to be supplied to the requesting party. In no instance will a video security file be emailed to any other party unless required to by law or court action. In situations involving banned-and-barred patrons, stored still images may be shared with staff.  Shared images may remain posted in restricted staff areas for the duration of the banning period.  After the banning period ends, these images are discarded/shredded.

*Notice of Security*

Clearly visible signs denoting “security cameras on premise” will be posted at Library entrances informing the public that digital security cameras (not surveillance cameras) are in use. The MPLD will maintain an accurate diagram of camera locations.

*Access to Security Footage, Incident Reports and Charges for Access/Copies*

Any/All requests to view or cut/edit footage by law enforcement, insurance companies or persons will be referred to the Executive Director. As a normal course of events, upon evidence of a crime and at the request of law enforcement, video footage/stills will be provided at no cost. All other requests will be reviewed for validity by the Executive Director and charges for access, staff time in location/editing/duplication will be charged to the inquiring entity according to their request. All requests for security camera footage will be documented/logged through completion of an MPLD incident report that will be filed and kept as an accurate record of use in accordance with the Illinois Archives accepted retention schedule. All incident reports are housed in the Executive Director’s office.

*Additional Guidelines*

* Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property.  The McHenry Public Library is not responsible for loss of property or personal injury.
* Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy.  Examples include common areas of the library such as entrances, book stacks, public seating areas, hallways, stairways, delivery areas and parking lots.
* Cameras are purposely installed to only focus on library property – internal building and external property. Some portions of public roadways and sidewalks may be in partial view.
* Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as in restrooms.
* Cameras have not and will not be installed for the purpose of monitoring staff performance.
* Images will typically be stored for an average period of 30 days.  As new images are recorded, the oldest images will be automatically deleted.  The length of time varies depending on the camera’s memory, recording length and site activity.
* Staff and patron safety is the first priority in any threatening situation. The protection of Library property is of secondary importance.

*FOIA Requests Regarding Camera Footage/Stills/Enhanced Photos*

Security camera footage, like most other administrative documents in the library, can be considered public materials and are therefore accessible through a specific incident FOIA request. However, the MPLD FOIA Officer can deny a specific request if it can be proven that the request violates a federal or Illinois state law or regulation such as under 7(1)a - unwarranted invasion of personal privacy 5 ILCS 140/7(1)(a) or the Family Educational Rights & Privacy Act (FERPA).