

Sample Security Camera Policy

The library has a significant interest in maintaining the safety and security of its patrons, staff, and property. Security cameras are in use to discourage illegal behavior and violations of library policies and provide recorded footage to assist law enforcement in prosecuting criminal activity and staff in enforcing library policies. The purpose of this policy is to govern the location of security cameras, identify who may access live and recorded camera footage and for what purpose, provide guidelines for the retention of recorded footage, and protect individual privacy. Individuals on library property consent to the recording of security camera footage pursuant to the terms and conditions of this Policy.

I. Location of Security Cameras

Security cameras are positioned in locations determined by the Library Director to best accomplish the purposes of this policy and may include interior and exterior locations. Cameras will not record images in any locations where an individual has a reasonable expectation of privacy (i.e., restrooms, rooms reserved for nursing, etc.). At the discretion of the Library Director, the library may also post signage informing library users of the existence of the security camera system.

II. Viewing

The Library Director will have access at all times to live and recorded security camera footage and may designate in writing one or more staff members to also have access to live and/or recorded footage subject to any restrictions the Director may impose. The general public will not be allowed to view live security camera footage but may request copies of recorded footage pursuant to Paragraph IV. Law enforcement officials will be allowed to view live or recorded footage pursuant to a subpoena, court order, or as required by law such as situations involving imminent danger to public health and safety. The library does not routinely monitor live or recorded footage.

III. Use

The Library Director may use live and recorded footage solely for the purposes of enforcing and administering library policies. Other staff members with authority to view live and/or recorded footage may do so subject to restrictions imposed by the Library Director.

IV. Freedom of Information Act

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 library for inspection or copying of recorded footage should be forwarded to the library's FOIA Officer for review and response.

V. Records Retention

Recorded footage is a public record subject to the Local Records Act (50 ILCS 205/1, et seq. "LRA") and will be retained pursuant to the library's approved records retention schedule and may be disposed of only upon the written approval of the appropriate official.

A library should seek guidance from its attorney prior to adopting this policy.