

Security Camera Policy

Wauconda Area Public Library District

Approved by the Board of Library Trustees October 8, 2018

Revised by the Board of Library Trustees February 13, 2023

1.0 Security Camera Purpose and Placement Guidelines

- 1.1 Security cameras are used in public spaces in the Library to discourage criminal activity or violations of Library policy. Video footage is recorded and stored digitally.
- 1.2 Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas such as entrances, seating areas, service desks, and areas prone to theft or misconduct, or areas where money is stored or handled.
- 1.3 Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms.
- 1.4 Because the security cameras will not be continuously monitored, patrons and staff should take appropriate precautions for their safety and for the security of their personal property. The Library is not responsible for loss of property or personal injury.
- 1.5 Recorded footage is confidential and secured in a controlled area. Recorded footage is typically stored for two weeks. As new images are recorded, the oldest images will be automatically deleted.
- 1.6 The placement and use of the security cameras is determined in the interest of staff and patron security as the first priority with protection of Library property of secondary priority.
- 1.7 While cameras are not installed for the purpose of routine staff performance evaluations, footage may be used to support discipline up to and including termination of an employee if appropriate.

2.0 Use/Disclosure of Video Records

- 2.1 Access to live video footage in order to monitor current activity is limited to staff members authorized by the Management Team.
- 2.2 Access to archived video in order to document incidents of injury, criminal activity, or violation of Library policy is limited to authorized personnel.
- 2.3 Access to live and archived video is also allowed by law enforcement when pursuant to a subpoena, court order, or as permitted by law.
- 2.4 Video records and still photographs may be used by staff and law enforcement officials to identify those responsible for Library policy violations, criminal activity on Library property or actions considered disruptive to normal Library operations.

2.5 In situations involving banned patrons, stored still images and/or video footage may be shared with staff. Shared images may be posted in restricted staff areas for the duration of the banning period.

3.0 Disclaimer of Responsibility

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 to privacy.