

**FRANKLIN PARK PUBLIC LIBRARY DISTRICT
SECURITY CAMERA POLICY**

SECURITY CAMERAS

Use of security cameras is intended to enhance the safety and security of Franklin Park Public Library District users and staff by discouraging violations of the Library District's Code of Conduct, assisting Library staff in preventing violations, and providing law enforcement assistance in prosecuting criminal activity.

SECURITY CAMERA PURPOSE AND PLACEMENT GUIDELINES

1. Video recording cameras will be used in public spaces of the Library to discourage criminal activity and violations of the Library Code of Conduct. Audio recording will not be used.
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 parking lots, entrances, seating areas, service desks and areas prone to theft or misconduct.
3. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices.
4. Signage will be posted at entrances to the Library informing the public and staff that security cameras are in use.
5. Cameras will not be continuously monitored. The public and staff should take appropriate precautions for their safety and for the security of their personal property. The Library District is not responsible for loss of property or personal injury.
6. Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for no longer than 60 days. As new images are recorded, the oldest images will be automatically deleted. The Library District has discretion with respect to retention, disposal and/or destruction of recordings.
7. Cameras will not be used for the purpose of routine staff performance evaluations.

USE/DISCLOSURE OF VIDEO RECORDINGS

1. Access to archived footage in pursuit of documented incident of injury, criminal activity or violation of the Library Code of Conduct is restricted to designated staff: The Library Director, Department Heads, and staff designated as Person-In-Charge.
2. Designated staff may have access to real-time images viewable on desktop monitors in secure areas. The Library District expects that the frequency of viewing and the amount of video viewed will be based on the need to assure the system is operating or to ascertain if footage is available relative to a specific incident.

Adopted: 3/12/2019

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3. Access to footage is allowed by law enforcement when pursuant to a subpoena, court order, or as determined by the Library District Administration.
4. Video images will not be maintained, provided no criminal activity or policy violation has occurred or is being investigated.
5. Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations as delineated in the Library Code of Conduct.
6. In situations involving banned patrons, stored still images may be shared with staff system-wide. Shared images may remain posted in restricted staff areas.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

1. Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the Library receives a request from the general public to inspect security camera footage, they will be advised to file a police complaint.
2. A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or potential privacy breach has a responsibility to immediately inform the Library Director.

DISCLAIMER OF RESPONSIBILITY

A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Franklin Park Public Library District's official website.

Questions from the public may be directed to the Library Director.

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 of privacy.