

ALPHA PARK PUBLIC LIBRARY DISTRICT POLICIES

Security/Surveillance System Policy

The library has an 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 to provide recorded footage to assist law enforcement in prosecuting criminal activity and staff in enforcing library policies. This policy governs the general location of cameras, identify who may access live and recorded camera footage and for what purpose, provide guidelines for the retention of 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.

Security cameras are placed in locations determined by the Library Director and/or other designated staff to best accomplish the purposes of this policy, and may include interior and exterior locations. Cameras will not record images in locations where persons may reasonably expect privacy (e.g., restrooms). The Library may, if desired, post signage informing library users of the existence of the security camera system.

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.

The Library Director, Office Manager, and Building Manager will have access to live and recorded security camera footage. With one or more of the staff just noted present, other employees may have access to footage if staff members' assistance is required to verify questionable persons and/or activities. The general public may not view live security camera footage but may request copies of recorded footage pursuant to the Freedom of Information Act (see above). 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.

Library Administration 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 any applicable restrictions.

Recorded footage is a public record subject to the Local Records Act (50 ILCS 205/1, et seq.), and will be retained pursuant to the library's approved records retention.

Approved by the Board of Trustees of the Alpha Park Public District on Oct. 21, 2019.