Poplar Creek Public Library District
SECURITY SURVEILLANCE POLICY

The Poplar Creek Public Library District (PCPLD) uses video monitoring devices to enhance the safety and security of library users, staff, and property, while adhering to the applicable federal, state and local law concerning the confidentiality of library records, the disclosure of public records and the protection of individual privacy

PUBLIC NOTICE

The Library shall post and maintain signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property, including parking areas.

CAMERA LOCATION

Cameras are positioned to monitor public areas of the Library such as service areas, entrances, parking areas and areas prone to theft, vandalism, or other activities that may violate Library policy or criminal law. Cameras will not be installed in areas where members of the public and staff have a reasonable expectation of privacy, such as restrooms. When applicable, body cameras used by security personnel will adhere to PCPLD's Security Camera Policy.

PRIVACY AND CONFIDENTIALITY

- Video data is recorded and stored digitally. Recorded data is considered confidential and secure. Access to live feeds of images or archived footage in pursuit of incidents of criminal activity or violation of Library conduct is available to Library Administration, and designated staff.
- Access is also allowed by police when pursuant to a subpoena, court order, or when otherwise required by law. The Executive Director may waive the requirement when appropriate.
- To the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential as provided in Library Records Confidentiality Act.
- Recordings shall be kept for 30 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents.
- Any records produced by the video monitoring system shall be kept in a secure manner, stored in a secure area, and managed appropriately by Library staff.

USE/DISCLOSURE OF VIDEO RECORDS

- All requests for public disclosure of recorded images shall be presented to the Executive Director or designee including images recorded by security personnel.
- Video records may be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal library operations.
- 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 any/all security camera footage, they will be advised to contact the appropriate law enforcement agency.
- As permitted by Section 7 (1) of the Illinois Freedom of Information Act (5 ILCS 140(1)), when a request is made to inspect or copy real time or recorded imagery that contains images exempt from disclosure under the Illinois Library Confidentiality Records Act and/or the Illinois Freedom of Information Act, but also contains images that are not exempt from disclosure, the Library shall redact the images that are exempt and then shall make the remaining images available for inspection and copying.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

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 a potential privacy breach has a responsibility to immediately inform the Executive Director of the breach.

Disclaimer of Liability:

This policy shall not impose any responsibility on the Library, its Board of Trustees or its employees to protect against or prevent personal injury or loss of property.

Approved November 20, 2014. November 17, 2016, November 16, 2017, Updated and approved November 15, 2018. January 16, 2020; January 20, 2022; October 19, 2023