



SECURITY CAMERA USE POLICY

General

The Glencoe Public Library (Library) uses security cameras to enhance the physical security of its property, staff, and patrons. Security cameras provide real-time surveillance through video management software. Security cameras are employed to monitor library property, discourage violations of the Use of the Library Policy, and discourage illegal behavior and activities. Recordings may, in some situations, be provided to law enforcement.

Public Notice

The Library shall post and maintain signs at the public entrance of the building giving notice of the use of security cameras for monitoring and recording activity in public areas of its property.

Security Camera Location

Security cameras are positioned to monitor public areas such as building entrances, common areas, and where potential property loss, security issues, vandalism, or other activities that may violate library policy or criminal law might occur. Security cameras are purposely installed to only focus on library property. Some portions of public roadways and sidewalks may be in partial view.

Use Guidelines

Security cameras are not located in areas where patrons and/or staff have a reasonable expectation of privacy, such as restrooms. Security cameras are not installed for the purpose of monitoring staff performance.

Each security camera operates independently and begins recording upon detecting motion.

Security cameras are not continuously monitored. Patrons and staff should take appropriate precautions for their own safety, and for the security of personal property as outlined in the Use of the Library Policy. The Library is not responsible for injury or for loss of personal property.

Retention of Images and Recordings

Security camera recordings shall be kept for approximately 30 days with the exception of appropriate images or portions of recorded data relating to specific incidents.

As new images are recorded, the oldest images are automatically deleted.

Recordings are stored in a cloud-based encrypted software.

Access to Images and Recordings

Security camera footage is protected under the same considerations of privacy and confidentiality as all other library records, and the same rules and guidelines for access apply.

Access to live feeds and recorded data is limited to authorized library staff designated by the Executive Director. Only authorized library staff can view and/or export video footage. No unauthorized recording of video footage through cellphones, portable devices, or any other means is permitted.

Search Warrants

The Executive Director will respond to the search warrant, and will cooperate with law enforcement officials to allow access to items within the scope of the search warrant, while at the same time seek to protect the rights of patrons in accordance with the Illinois Library Confidentiality Act (75 ILCS 70/1-2).

In the absence of the Executive Director, staff members in the following order will respond to the search warrant:

1. Collection Services Manager
2. Head of Adult Services
3. Head of Children’s Services
4. Head of Circulation Services
5. Head of Programs & Community Engagement
6. Designated Librarian-in-charge

The staff member in charge will:

- Contact the Executive Director as soon as possible regarding the search
- Request identification from the law enforcement officials, and record names, badge numbers, and agencies
- Review the search warrant when served, and will contact the Library’s attorney for consultation concerning the scope of the search warrant and compliance procedures
- Cooperate with law enforcement officials to help identify the security camera footage falling within the scope of the search warrant
- Document any security camera footage that is viewed, copied, or removed from the Library pursuant to the search

The staff member in charge will not permit access to security camera footage beyond the scope of or specified in the search warrant.

Breach of Policy

Any unauthorized attempt to access or disclose recordings, or any other privacy breach involving the security camera system, by any library employee or contractor will result in disciplinary action up to and including dismissal.

Adopted	November 18, 2020
Reviewed	
Revised	