



Round Lake Area Public Library
906 Hart Road
Round Lake, IL 60073
847-546-7060
www.rlalibrary.org

Security Camera Policy

The Round Lake Area Public Library strives to maintain a safe and secure environment for its patrons and staff. In pursuit of this objective, selected public areas of the library premises are under continuous video recording. The library's video surveillance system shall be used only for the protection and safety of patrons, employees, and property.

PLACEMENT AND SIGNAGE GUIDELINES

- A. 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.
- B. 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.
- C. Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices.
- D. Signage will be posted at entrances to the Library informing the public and staff that security cameras are in use.

RETENTION

- A. Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for a very brief amount of time; the library cannot guarantee data will be available for any exact amount of time, as when new images are recorded, the oldest images will be automatically deleted from the camera system.
- B. Appropriate still images or selected portions of recorded data relating to specific incidents may be saved indefinitely at the library's discretion.

ACCESS

- A. Library staff have access to real-time images. The frequency of viewing and the amount of video viewed will be limited to what is reasonably needed to assure that the system is working, to monitor suspected criminal activity or policy violations, or monitoring real-time use of designated public areas.
- B. Access to the archived footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Code of Conduct is restricted to designated staff. The Library Director will designate these staff members and can include/exclude members as sees fit.
- C. Law enforcement officials or agencies may be provided access to recordings or images pursuant to a subpoena, court order, or as determined by the Library Director.



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Recordings or images may be shared with library insurance representatives when relevant to an insurance claim investigation.

- D. The Library does not provide access to the security camera system, or any live or recorded data to individuals or any outside agencies with the possible exception of specific requests from law enforcement. Anyone requesting data from the system should discuss their request with the Round Lake Police Department who will determine the efficacy of such a request.
- E. The Library may provide remote access to emergency monitoring centers (CencCom) to assist law enforcement agencies to maintain safety in extraordinary circumstances.

USE/DISCLOSURE OF VIDEO RECORDINGS

- A. 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.
- B. Cameras will not be used for the purpose of routine staff performance evaluations but may be used to corroborate reports in specific incidents.
- C. Staff requesting images and/or video relevant to library operations be archived may do so by submitting an archival request describing the purpose for saving data to the Executive Director or designees. The Executive Director or designees will consider each request on a case by case basis.
- D. Video images will not be maintained, provided no criminal activity or policy violation has occurred or is being investigated.
- E. 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.
- F. In situations involving banned patrons, stored still images may be shared with staff library-wide. Shared images may remain posted in restricted staff areas.
- G. Under certain circumstances, individuals authorized under this policy may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.
- H. Only authorized library staff can view and/or export video footage. No unauthorized recording of video footage through cell phones, portable devices, or any other means is permitted.
- I. Video records shall not be used or disclosed other than as specifically authorized by this policy.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

- A. Any Library employee who becomes aware of any unauthorized disclosure of video recording and/or a privacy breach shall immediately inform the Library Director.
- B. Failure to abide by this policy by staff may result in disciplinary action up to and including dismissal.



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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 Round Lake Area Public Library'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.

Approved: October 26, 2022