



Security Camera Policy

The Brimfield Public Library District uses security cameras to enhance the safety of its patrons, staff, and property. The camera system's real-time surveillance and recording capabilities are intended to discourage violations of the Acceptable Library Use Policy, assist library staff in preventing violations, and, in specific situations, aid law enforcement in their investigations.

Public Notice

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

Security Camera Locations

Security cameras are positioned indoors and outdoors to monitor public areas such as building entrances, common areas, parking lots, and places where potential property loss, security issues, vandalism, or other activities that may violate library policy or the law might occur. Audio recording will at no time be enabled.

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

Security cameras are purposely installed to only focus on Library property. Some portions of public roadways, sidewalks, and neighboring properties may be in partial view.

Scope and Retention of Recordings

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 Acceptable Library Use Policy. The Library is not responsible for injury or for loss of personal property.

Security camera recordings shall be kept for approximately 35 days, with the exception of 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.

Staff Access to Images and Recordings

Security camera images and recordings, like all other Library records, are protected under Illinois Library Confidentiality Act (75 ILCS 70/1-2). Library staff will comply with all rules and procedures set forth in the Confidentiality Policy, FOIA Policy, and any other applicable policies.

Video records and still photographs may be shared internally with staff 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's Acceptable Use Policy. Shared images will be kept in restricted staff areas.

Only Library staff authorized by the Library Director may export video footage. No unauthorized recording of video footage through cellphones, portable devices, or any other means is permitted.

Law Enforcement Access to Images and Recordings

Access to footage is allowed by law enforcement when pursuant to a subpoena, court order, or as determined by the Library Director.

When handling a request for footage from a law enforcement officer, Library staff will follow the process outlined in the Library's Confidentiality Policy.

No staff member will permit access to security camera footage beyond the scope of or specified in the warrant or subpoena.

Unauthorized Access and/or Disclosure

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, the requestor(s) will be advised to file a police complaint or a formal FOIA (Freedom of Information Act) request.

Requests to view and/or export video footage shall be reviewed by the Library Director for compliance with the Library Records Confidentiality Act. As permitted in the Freedom of Information Act, the Library shall attempt to redact any images exempt from disclosure.

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 termination. 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 Director.

Related Policies and Procedures

Acceptable Library Use Policy

Confidentiality Policy

FOIA Policy

Approved by the Library Board of Trustees February 26, 2024