



BERWYN PUBLIC LIBRARY

Berwyn Public Library Security Camera Policy

GENERAL POLICY STATEMENT:

A critical component of a comprehensive security plan is utilizing a Security Camera System. The Berwyn Public Library is committed to enhancing the quality of life for the facility and community by integrating the best practices of safety and security with technology. Surveillance of public areas deters crime and assists in protecting the safety of Staff, Patrons, Visitors, Vendors, Contractors as well as the property of the Berwyn Public Library.

Video data, still-shot images, and any information obtained from the Berwyn Public Library Security Camera Systems will be considered Berwyn Public Library property. This data will be used for safety and security purposes as well as for law enforcement engagement, including where appropriate staff functions performed on the property and inside the facility as well.

The Berwyn Public Library uses security cameras for the safety and security of Library users, staff and property. The security camera system consists of dedicated cameras which provide real-time surveillance through a (VMS) Video Management System. The primary purpose of security cameras is to discourage inappropriate and illegal behavior including violations of the Library Code of Conduct; to assist library staff in preventing violations and, when necessary, to provide assistance to law enforcement in the apprehension and prosecution of offenders in accordance with applicable federal, state and local law.

PUBLIC NOTICE:

This policy regulates the use of surveillance cameras to protect the legal and privacy interests of the Berwyn Public Library as well as the community and applies to all Berwyn Public Library staff and patrons while in the use of surveillance systems and devices for monitoring and/or recording activity.

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

SECURITY CAMERA PURPOSE AND PLACEMENT GUIDELINES:

- Public Security Cameras are not a guarantee of safety nor are they continuously monitored. They are viewed only upon the report of a crime, violation or investigation. The public and staff should take appropriate precautions for their safety and for the security of their personal property. The Library is not responsible for the loss of property or personal injury
- Monitoring shall be based on suspicious behavior and not individual characteristics. Personnel will not monitor individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by the non-discrimination Policy.



- Video recording cameras will be used in public spaces of the Library and around the perimeter of the Library property to discourage criminal activity and violations of the Library Code of Conduct. Audio recording will not be used.
- Cameras may be installed in outdoor and indoor places on the property where individuals lack a reasonable expectation of privacy. Examples may include, but are not limited to, parking lots, entrances, seating areas, service desks and areas prone to theft or misconduct.
- Cameras will not be installed in areas where individuals have a reasonable expectation of privacy such as restrooms or private offices.
- Recorded data is confidential and secured in a controlled area. Access to live feeds or recorded video data is limited to authorized library staff as designated by the Library Director.

DEVICE PROCUREMENT, INSTALLATION AND MAINTENANCE:

The Library Director determines that video surveillance is necessary and appropriate in a particular area and shall consult with appropriate personnel in that area regarding specific placement, installation and maintenance of video surveillance equipment on Berwyn Public Library property. The Library Director is also responsible for the oversight of the security devices and associated policies including:

- Verifying that all authorized cameras and systems are inspected annually to ensure that they are in proper working condition and meet policy guidelines.
- Authorizing the placement of all cameras and any associated signage.
- Authorizing the purchase of any new camera systems.
- Insuring that all security installations are in compliance with this policy.
- Creating and approving the procedures for use of security camera systems.
- No attempt shall be made to alter any part of any surveillance recordings.

USE/DISCLOSURE OF VIDEO RECORDINGS:

- Access to footage is allowed by law enforcement when pursuant to a subpoena, court order or as determined by Library Administration.
- 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 defined by the Library Code of Conduct policy.
- Exceptions to the prior review and approval requirements may be made in the event of an emergency or other situation reasonably appearing to pose an imminent threat to the safety and security of the Berwyn Public Library staff or community and only in accordance with the procedures outlined in this policy.

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, they will be advised to file a police report.
- All requests for disclosure of recoded images, except as stated above for law enforcement, shall be made in accordance with the Freedom of Information Act, and submitted to the Library Director. The Director or authorized personnel will review the requested images and determine if the images contain any information protected by the Library Records Confidentiality Act. As permitted by Section 7(1) of the Freedom of Information Act, when a request is made to inspect

or copy recorded images that are exempt from disclosure under the Library Records Confidentiality Act, and also contain images that are not exempt, the Library shall attempt to redact the exempt images and make the remaining images available for inspection or copying.

- Only authorized employees can view and/or export video footage. No unauthorized recording of video through cell phones, portable devices or any other means is permitted. Any Library employee who becomes aware of unauthorized disclosure of a video recording and/or a potential breach of privacy has a responsibility to immediately inform the Library Director.

RETENTION OF DIGITAL IMAGES:

- Recordings shall be kept for approximately 21 days with the exception of appropriate still shots or selected portions of the recorded data relating to specific incidents. The latter shall be retained for one year after the incident or until such time as any legal matters pertaining to the recording have been resolved. The storage media shall be kept in a secure area.
- In situations involving banned patrons, stored still images may be shared with staff library-wide.

PATRON PRIVACY:

- Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violations of Library policy or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability.
- Authorized individuals 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.
- Law enforcement officers or agencies may be provided access to the recorded data pursuant to a subpoena, court order or as permitted by law.
- Recorded data will be accorded the same level of confidentiality and protection provided to Library users by Illinois State law and by the Library's policies.

DISCLAIMER OF LIABILITY:

- A copy of this policy will be provided to any patron or staff member upon request.
- This policy is posted on the Berwyn Public Library website.
- 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.

DAMAGES AND LIABILITY:

Any individual using the Library shall be held responsible for willful or accidental damage to the Library's property, building and collections caused by the individual in accordance with the Berwyn Public Library Code of Conduct.