THE HAYNER PUBLIC LIBRARY DISTRICT
SECURITY CAMERA POLICY

The Hayner Public Library District maintains a security camera system to enhance the safety and security of library users and staff. The cameras serve to discourage violations of Hayner Library policies and assist library staff in preventing the occurrence of any violations. When necessary, the cameras provide law enforcement assistance in prosecuting criminal activity.

SECURITY CAMERA PURPOSE AND PLACEMENT GUIDELINES

The library uses video recording cameras in public areas of the library to discourage criminal activity and violations of The Hayner Public Library District's Behavior Policy. There is no audio recording associated with the cameras.

The library has installed cameras in outdoor and indoor areas where individuals lack a reasonable expectation of privacy. Examples include common public areas of the library such as parking lots, entrances, seating areas, service desks, and areas prone to theft or misconduct. The cameras may also capture surrounding areas, such as streets, parking lots, and business exteriors. The library will not install cameras in areas of the library where individuals have a reasonable expectation of privacy, such as restrooms or private offices.

Signs will be posted at all entrances informing the public and staff that security cameras are in use.

The library does not continuously monitor the cameras. The public and staff should take appropriate precautions for the safety and the security of themselves and their personal property. The Hayner Public Library District is not responsible for loss of property or personal injury.

Recorded data is confidential and secured in a controlled area. Recorded data is available for approximately thirty days. After that time, the security system software automatically deletes footage.

USE/DISCLOSURE OF VIDEO RECORDS

Live surveillance and recorded data are accessible in staff areas only. Only the Executive Director, Assistant Director for Circulation Services, Assistant Director for Information Technology, and Assistant Director of Human Resources are permitted to release recorded archival data to law enforcement in compliance with this policy. They may direct other staff members to access and isolate live or recorded data related to a specific incident. They may also ask other staff members or members of the library's contracted security service to view live or recorded data to ascertain security concerns. Authorized staff shall notify the Executive Director whenever archival video data is accessed.

Authorized persons may use live surveillance or recorded data to cooperate with DCFS or law enforcement investigations of criminal activity, missing persons, or runaways. Any such video

data provided to law enforcement or DCFS will be with the knowledge and authorization of the Executive Director, when possible. If authorized staff cannot reach the Executive Director, they may provide authorization.

Confidentiality and privacy issues prohibit the general public from viewing security camera footage. Patrons may request that authorized persons review footage when they believe an incident has been recorded. Authorized persons will review this footage at their discretion and alert patrons as to whether the incident has been recorded. If recorded, the patron will be required to file a police complaint, after which the library will share live or recorded footage as requested by law enforcement.

Authorized persons may use video or still photographs to identify individuals responsible for library policy violations or criminal activity on library property.

In situations involving barred/banned patrons, stored still images may be shared with Hayner Library staff, law enforcement, and the library's contracted security service. Shared images may remain posted in restricted staff areas for the duration of the barred/banned period.

DISCLAIMER OF RESPONSIBILITY

The library may share a copy of this policy with any patron or staff member. The library will post this policy on our website.

The library is a public facility, and security cameras shall be limited to those areas where patrons and staff have no reasonable expectation of privacy. Therefore, the library disclaims any liability when using video data per the terms of this policy.