

### **XIII. Security Cameras**

The primary purpose of security cameras is to discourage inappropriate and illegal activities and, respect the confidentiality of library records in accordance with applicable federal, state, and local laws. The security camera installation consists of dedicated cameras which provide monitoring through a video management system

#### **A. Public Notice**

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

#### **B. Camera Location**

Cameras are positioned to monitor public areas of RFPL such as entrances and outdoor areas. Cameras will not monitor areas where patrons and/or staff have a reasonable expectation of privacy, such as restrooms.

#### **C. Access to Digital Images**

Video data is recorded and stored digitally. Recorded data will be treated as confidential and secure. Access to live feeds of images and recorded video data will be limited to authorized RFPL staff designated by the Director.

#### **D. Unauthorized Access and/or Disclosure**

Confidentiality and privacy requirements may limit the general public from viewing security camera footage that contains personally identifying information about library patrons or the circulation records of library patrons. All requests for disclosure of recorded images, except as stated above for law enforcement purposes, shall be made in accordance with the Freedom of Information Act, and submitted to the Director. The Director shall review the requested images and determine whether the images contain any information protected by the Illinois 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 contains images that are not exempt, RFPL shall attempt to redact the exempt images and make the remaining images available for inspection or copying. Only authorized employees will be provided access to view and/or export video footage. Unauthorized copying or recording of video footage through cell phones, portable devices, or any other means is prohibited. Any RFPL employee who becomes aware of unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Director of the breach.

#### **E. 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 matters pertaining to

the recording have been resolved. The storage media shall be kept in a secure area. At the Director's discretion, stored still images may be shared with RFPL staff.

#### **F. Patron Privacy**

Video monitoring records are not to be used directly or indirectly to identify the activities of individuals except as viewed in relation to a specific event or suspected criminal activity on RFPL property, suspected violation of RFPL Code of Conduct policy, or incidents where there is reasonable basis to believe a claim may be made against RFPL. Law enforcement officials or agencies may be provided access to the recorded data only when required by law, such as pursuant to a court order, upon giving a sworn statement of imminent danger of physical harm, or as otherwise permitted by law. Recorded data will be accorded the same level of confidentiality and protection provided to library patrons by Illinois state law and RFPL's policies.

#### **G. Disclaimer of Liability**

Because 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. RFPL is not responsible for the loss of property or for personal injury.

A copy of this policy will be shared with any patron or staff member upon request. This policy shall be posted on the RFPL website. RFPL disclaims any liability for use of the video data in accordance with the terms of this policy.

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