



## CCTV SURVEILLANCE POLICY

### Purpose:

The Board of Trustees is responsible for establishing rules to maintain security and safety for members of the public and library employees. As part of that responsibility, the Board has adopted this policy to regulate the use of closed circuit television (CCTV) to observe and record public areas on the premises of Skokie Public Library.

### Purpose and Scope of Surveillance

1. The purpose of CCTV surveillance is to deter crime and to aid in protecting the safety of individuals and the property of the library. Video surveillance will be conducted in public areas of the library for security purposes, in a manner consistent with other existing library policies.
2. The library reaffirms its support for Article III of the American Library Association's Code of Ethics, which states that librarians "shall protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted."
3. The public will be notified, by signage at each entrance to the library, that video surveillance is in use for security purposes. Cameras may be installed in public locations within and outside library, including common spaces such as entrances, near book and media collections, public seating areas, and parking lots. Cameras will not be installed in areas where library users or staff members have a reasonable expectation of privacy, such as restrooms or employee break rooms.
4. Video surveillance will be conducted in a professional manner by personnel who have been appropriately trained in its responsible use by the Security Manager or other security personnel.
5. Recorded video will ordinarily be retained for a period of no more than 20 days and will then be erased, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other use as approved by the Director or Deputy Director, or by the Security Manager with approval of the Director or Deputy Director.
6. Persons with authorized access to the CCTV surveillance system shall be limited to:
  - a. The Director and his/her designees
  - b. The Deputy Director and his/her designees
  - c. The Security Manager and his/her designees
  - d. Security Guards
  - e. The Information Technology (IT) Manager and his/her designees
  - f. Public service desk staff, for the limited purpose of monitoring real-time use of designated public areas approved by the Security Manager. These areas may include the Youth Services area, Jr. High Zone, High School Lounge, and Digital Media Lab.

- g. Contractors authorized by the Security Manager, for the limited purpose of performing repair, installation, and maintenance on the system

Responsibilities:

1. The Security Manager, in consultation with the Director and/or Deputy Director, is responsible to authorize installation, relocation, replacement and use of all CCTV camera surveillance for safety and security purposes at the library.
2. The Security Manager must review and approve the proposed location of all permanent CCTV cameras before installation.
3. No recordings or images captured by CCTV cameras which show identifiable persons, identifiable library materials in the possession of a library user, or other readable communication from a library user to a library employee shall be released at the request of third parties until the propriety of disclosing the requested recordings or images has been evaluated as provided in Item 4 below.
4. The Security Manager, in consultation with the Director and/or Deputy Director, will review all requests received by the library to release recordings or images obtained by means of CCTV surveillance. Video recordings and images obtained through CCTV surveillance will be released, or disclosure will be declined, in accordance with applicable laws under exigent circumstances, or in response to a search warrant or court order. An exigent circumstance is defined as an urgent situation requiring swift investigation and action to prevent imminent danger to life or serious damage to property, or to forestall the imminent escape of a suspect, or destruction of evidence. Also, recordings or images captured by CCTV surveillance may be shared with library insurance representatives when relevant to an insurance claim investigation. No release of CCTV recordings or images will occur without prior authorization by the Security Manager or his/her designee, after consultation with the Director or Deputy Director.
5. The Security Manager will store, in a secure location, recorded video footage or images retained as part of a criminal investigation or court proceedings, or for other use as approved by the Director, Deputy Director, or the Security Manager with approval of the Director or Deputy Director.
6. When an incident report is written for which an image would be a helpful and integral part of the report, the image may be downloaded by security personnel and attached to the report for distribution to authorized internal personnel via print or the staff intranet. Distribution of such reports shall be under the direction of the Security Manager on a "need to know" basis.

Related Policies and Procedures:

- Appropriate Library Use Policy
- ALA Code of Ethics
- Policy for Responding to Search Warrants and Subpoenas
- Responding to Disruptive Patron Behavior (Procedure)