

**Section II: Service Policies**

---

**TITLE: Video Surveillance Policy**

Lake Villa District Library (LVDL) strives to maintain a safe and secure environment for its users, staff, and property while protecting individual privacy rights.

**Video Surveillance Cameras**

The purpose of the video surveillance system is to enhance the safety and security of library users, staff, and property. This policy is in force to deter public endangerment, vandalism, and mischief in unsupervised areas and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the applicable federal, state and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy.

The library's video surveillance camera system will be used only for the protection and safety of library visitors, employees, assets, and property, and to identify persons breaking the law or violating the library policy. The cameras will record video only, and not sound.

**Public Notice: Signage**

Signage is posted at library entrances informing the public that video surveillance cameras are in use.

**Video Surveillance Camera Locations**

Reasonable efforts are made to safeguard the privacy of library patrons and employees. Video surveillance cameras may be installed in locations where individuals lack a reasonable expectation of privacy. Examples include common areas of the library such as entrances, near book and media collections, public seating areas, public computers, meeting rooms, and other areas, including outdoor spaces.

Cameras are not to be installed in areas of the library where individuals have a reasonable expectation of privacy, such as restrooms or private offices. Nor are they positioned to identify a person's reading, viewing, or listening activities in the library.

**Security**

The library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The library is not responsible and under no obligation for the loss of property or personal injury.

**Data Storage/Retention**

Access to the archival footage in pursuit of documented incidents of injury, criminal activity or violation of library policy is restricted to designated library staff and sworn law enforcement

**Section II: Service Policies**

---

officers as provided below. Cameras are not continuously monitored. However, circumstances including reports of policy violations, suspected criminal activity, and destruction or theft of library resources may require such monitoring to occur. Recorded data is confidential and secured in a controlled area. Recordings will typically be stored for approximately 45 days, unless required as part of an ongoing investigation. As new images are recorded, the oldest images will be automatically deleted.

**Access to Archived Footage**

Access to the archived footage in pursuit of documented incidents of criminal activity or violation of library policy is restricted to designated staff and sworn law enforcement officers as provided herein.

For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid court order or subpoena establishing probable cause to review the data.

However, under special circumstances, or in emergency situations that present imminent danger of physical harm, law enforcement may gain access without a court order. In such imminent danger emergencies where law enforcement represents that securing a court order is impractical, the requesting officer is required to provide his/her name, agency, badge number, the nature of the emergency, and the extent of data requested.

**General Public Requesting Access to Video Surveillance Camera Footage**

Confidentiality/privacy issues prohibit the general public from viewing video surveillance footage. If the library receives a request from the general public to inspect video surveillance footage, such request will be referred to the Library Director.

**Privacy**

Records of video surveillance in the library are protected under the same considerations of privacy and confidentiality as all other library records, and the same rules and guidelines for access apply. In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by library policies and state and federal laws on confidentiality and privacy.

Adopted: April 12, 2021

Revised: 5/24

Reviewed