



Security Camera 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 installed security cameras throughout the Library facility and grounds. This policy serves to regulate the use of security cameras to observe and record public areas on the premises of the Glenview Public Library.

Policy

1. The purpose of security cameras is to deter crime and to aid in protecting the safety of individuals and the property of the Library. Video recording will be conducted in public areas of the Library for security and operational purposes in a manner consistent with other existing Library policies.
2. Cameras may be installed in public locations within and outside the 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.
3. 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.
4. The public will be notified, by signage at each public entrance to the Library, that video recording is in use for security purposes.

Guidelines

1. Persons with authorized access to the security cameras system shall be limited to: The Library Director, Deputy Director, IT Director, Patron Experience Director and Security Monitors.
2. Public service desk staff, for the limited purpose of monitoring real-time use of designated public areas, may access security footage per the approval of the Patron Experience Manager.

3. The Safety Monitor, in consultation with the Library Director and/or Patron Experience Director, will review all requests received by the Library to release recordings or images obtained by means of security cameras. Video recordings and images obtained through security cameras 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.
4. Images captured by security cameras may be shared with the Library's insurance representatives when relevant to an insurance claim investigation. No release of camera recordings or images will occur without prior authorization of the Director of Patron Experience after consultation with the Library Director.
5. Recorded video will ordinarily be retained for a period of no more than 30 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 Library Director or Patron Experience Director.

Approved by the Public Library Board of Trustees on November 17, 2022