

MOUNT PROSPECT PUBLIC LIBRARY VIDEO SURVEILLANCE POLICY

Policy

Purpose

Library video surveillance at the Mount Prospect Public Library (MPPL) is intended for the protection of property and the safety of library patrons, staff, and other visitors.

Areas of Surveillance

Surveillance is limited to the interior loading dock, select public areas both inside and outside of the library, and interior emergency exits.

Access to Records

Surveillance recording is kept on a digital recorder system. Access to the recordings is controlled by credentials (username and password) given to authorized individuals: Executive Director, Executive Team, and assigned IT Staff, Security Staff, and Mount Prospect Police Department.*

Only authorized individuals shall have access to the recording, provided that if the Library receives a lawful warrant, court order, or subpoena pertaining to any recording, the Library shall comply with such lawful process. Upon receipt of any document purporting to require release or disclosure of the surveillance recording, it shall be the responsibility of the Library Executive Director and Library attorney, acting collectively, to ensure compliance with the law. Other than responding to such formal process, it is the policy of the Library that releasing recording to the general public would constitute an unwarranted invasion of personal privacy and such recordings are not to be subject to general disclosure.

The Library will use digitized images to protect both library property and patrons.

All instances of access will be logged by the video surveillance system.

*As of February 1, 2013, access to only the Library's external video recordings has also been granted to the Mount Prospect Police Department. The intention of providing this access is to provide images of any outside activity on Library grounds to the police in a timely manner, and which will not involve using Library staff time to access the footage, duplicate, and supply to police.

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Procedures

Disposal and Destruction of recording

The Library shall establish guidelines for the disposal and destruction of any recording that is copied to a network folder. No video will be stored for more than the rolling window when the system overwrites the oldest video while recording the present.

Guidelines:

The Library will retain specific footage of an incident until no longer needed. Video files will be reviewed annually by the Executive Director and the Director of Facilities and Security to decide whether to continue to retain or to dispose.