Video Surveillance Policy

I. Purpose

A. The library maintains security cameras throughout the facility that are used primarily for the purpose of protecting library property and providing a safe environment for staff, patrons, and other visitors.

B. The purpose of this policy is to establish guidelines for the use of video security cameras as well as the access, retention, and retrieval of recorded video images at the library.

II. Areas of Surveillance

A. Cameras are located in public areas both inside and outside of the library, including entrances, exits, study rooms, meeting rooms, general public areas, and the loading dock.

B. No cameras are located in areas where there is a reasonable expectation of privacy such as restrooms.

III. Access

A. Access to live feeds of images is available to staff at service desks in order to monitor current activity.

B. Access to recorded video data is limited to the Executive Director, Deputy Director, Security and IT staff, and other staff as authorized.

C. Access may be provided to authorized law enforcement agencies, in accordance with the law.

D. All requests for copies of video surveillance are subject to the Freedom of Information Act (FOIA). FOIA requests must be made in writing and are subject to state and federal laws as related to confidentiality and privacy, as well as the Illinois Library Records Confidentiality Act, 75 ILCS 70 et seq. Nothing in this provision preempts the dissemination of video surveillance to law enforcement.

E. Recorded data has the same level of confidentiality and protection provided to library patrons by Illinois state law and the library's policies. Video surveillance records are not to be used directly or indirectly to identify the activities of individual library patrons except as viewed in relation to a specific event of suspected criminal activity, suspected violation of library policy, or incidents where there is reasonable basis to believe a claim may be made against the library for civil liability.

IV. Retention

A. Video data is recorded and stored digitally and is considered confidential and secure.

B. Recordings are generally kept for less than 31 days and are automatically purged from the system. Once the footage is purged it is permanently deleted and cannot be recovered.

C. Recordings and image captures that involve ongoing investigations or to enforce suspensions from the library will be kept for as long as necessary.

V. Disclaimer of Liability

A. The library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectations of privacy.

Revision History

10/16/2025, 05/29/2019, 08/01/2018, 03/01/2018, 02/01/2017, 03/01/2016, 05/01/2015, 06/01/2013, 02/01/2012, 10/01/2011, 02/01/2011, 02/01/2009, 03/17/2005