

## **Security Cameras**

The Library has security cameras to enhance the safety and security of Library users, staff, and property. Security cameras are used to discourage illegal behavior and policy violations, to enhance the opportunity to apprehend offenders, and to provide recorded data relevant to the control of library security and operations. The security cameras provide real-time surveillance. There is no audio recording associated with the cameras.

The library posts signs at both public entrances alerting patrons to the use of security cameras for monitoring and recording on library property, both inside and outside.

Video footage is collected for library purposes. The library is under no legal obligation to collect video footage. Authorized staff may turn off surveillance for maintenance or to ensure patron privacy. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of personal property. The Harrisburg Public Library District is not responsible for loss of property or personal injury.

Authorized staff may use live surveillance, a still shot, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime on library property, to request law enforcement assistance, to validate serious or repeated policy violations, to alert staff to banned or repeatedly disruptive individuals, or to address internal security / operational concerns. In the discharge of such duties, authorized staff members are permitted to connect the recorded digital image with identification data available on the library's patron databases.

Authorized staff may use live surveillance or recorded data to cooperate with DCFS or with law enforcement investigations of criminal activity, missing persons, or runaways. Any such video data provided to law enforcement or DCFS will be with the knowledge and authorization of the Library Director when practicable. If the Library Director cannot be reached in a timely manner, the Assistant Director may provide authorization. A file will be maintained to document viewing access to law enforcement and DCFS.

In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by Illinois State law, The Harrisburg Public Library District policies, and the American Library Association policies on confidentiality and privacy, with footage released only in accordance with, and required by law. The general public will not be allowed access to the security camera footage unless approved by the Director or required by applicable law.

Only the following administrative staff members are permitted to release recorded archival data to law enforcement in compliance with this policy: Library Director and Assistant Director. Such authorized administrative staff may ask other staff to view live or recorded data in order to ascertain security concerns. Authorized staff shall notify the Library Director whenever archival video data is accessed.