

Security Camera Policy

4/18/2022 | Revision 00

PURPOSE

The purpose of Maroa Public Library Districts security camera surveillance system is to enhance the physical security of the library, its staff, users, and property by discouraging violations against the library's Patron Conduct Ordinance. The system may be used to assist law enforcement when prosecuting criminal activities, in adherence with federal, state, and local law regarding both individual privacy and library record confidentiality.

PLACEMENT AND MONITORING

1. Video cameras will be limited to common areas only. Surveyed spaces may include parking lots, entrances, seating areas, service desks, and areas prone to misconduct where monetary transactions occur.
2. Video cameras will not be installed where individuals require privacy such as restrooms or private offices.
3. Audio will not be recorded under the Electronic Communications Privacy Act.
4. Signage notifying individuals that security cameras are in use will be placed at all building entrances.
5. Video recordings will not be monitored continuously. Thus, all people visiting the library should still take precautions to ensure the safety and security of personal items. Maroa Public Library District is not responsible for personal injury or the loss of personal property.

VIEWING OF VIDEO RECORDS

1. Real-time images will be accessible on administrative desktop computers.
2. Access to recorded footage in pursuit of written incidents of harm, illegal activity, or breach of the library's Patron Conduct Ordinance will be restricted to library staff and IT service personnel.
3. Frequency of viewing will be restricted and deemed acceptable only for the following reasons:
 - a. System operation and function verification
 - b. A suspected violation of the library Patron Conduct Ordinance
 - c. Ascertain footage from specific reported incidents.
4. Local law enforcement and other governmental agencies will be granted access to footage, with subpoena, court order, or other official orders.

STORAGE

Recorded data will be stored for 30 days in a secured area and then disposed of in accordance with Illinois records retention regulations, provided no ongoing investigations of criminal type activity.

PRIVACY

Recorded data will be given the same level of confidentiality and protection provided to library users by Illinois State law, the Maroa 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.

Breaches of this policy may result in disciplinary action, including dismissal. If a staff member is made aware of such a breach they should report it to either the library Director or library Board President.

Maroa Public Library District

305 E. Garfield St., Maroa, IL 61756 | 217.794.5111 | maroalibrary@gmail.com

