



VIDEO SURVEILLANCE POLICY

The purpose of this policy is to regulate the use of video surveillance and recording on the Skokie Public Library premises. The library operates a video surveillance system to provide a safe and secure environment for its patrons and staff.

Information obtained through video surveillance will be used exclusively to assist with the investigation of incidents, including theft, vandalism, personal injury, or property damage, and for security and law enforcement purposes, which must relate to the protection of the library patrons, staff, and the public, or deterrence or detections of criminal activity. Video surveillance of the library premises will be conducted in a professional, ethical, and legal manner, in accordance with the following principles: a) video surveillance must be conducted in accordance with the laws of Illinois; b) video surveillance will be used by only library employees authorized by the executive director; c) appropriate signs and notice of video surveillance will be posted outside and within areas of the library to notify the public that the library is under video surveillance.

The library reaffirms its support for Article III of the American Library Association's Code of Ethics, which states that librarians "protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted."

DEVICE PROCUREMENT, INSTALLATION, AND MAINTENANCE

The safety manager, in consultation with the executive director and/or deputy director, is responsible for authorizing the installation, relocation, replacement, and use of all video camera surveillance for safety and security purposes at the library.

ACCESS TO THE VIDEO SURVEILLANCE SYSTEM

Video surveillance will be conducted in a professional manner by personnel who have been appropriately trained in its responsible use.

Authorized library access to the video surveillance system shall be limited to the following personnel:

- The executive director and their designees
- The deputy director and their designees
- The safety manager and their designees
- Safety specialists
- The information technology (IT) manager and their designees
- Public service desk staff, for the limited purpose of monitoring real-time use of designated public areas approved by the safety manager.

- Contractors authorized by the safety manager, for the limited purpose of performing repair, installation, and maintenance on the system

Unauthorized access, exporting, or sharing live or recorded video surveillance footage by an employee may be grounds for disciplinary action, including termination of employment.

EMPLOYEE NOTIFICATION

Current employees have been informed, and new employees will be informed upon the date of hire that the library uses video surveillance.

RETENTION, DISPOSAL, AND DESTRUCTION OF RECORDINGS

Video surveillance will be kept for no less than 30 days and destroyed in accordance with the Local Records Act. Video surveillance systems will be designed with a targeted retention range of approximately 30 days. However, this may vary widely since data storage usage depends on image quality settings, frame rates, scene traffic, and other variables. As video footage grows over time, the oldest recordings are automatically purged from the storage media to make space for newer recordings.

Authorized library personnel may store, in a secure location, recorded video footage or images retained as part of a criminal investigation or court proceedings, or for other use as approved by the executive director, deputy director, or safety manager.

USE/DISCLOSURE OF IMAGES AND VIDEO RECORDINGS

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

The executive director or their designee will be notified of all requests for exported video footage to be furnished to law enforcement or other outside agencies, or for archival beyond normal time periods. The same applies to requests from law enforcement for remote access to the library district's surveillance systems when applicable.

When footage extraction or archiving is requested, the specific dates and times must be as specific as possible and limited only to particular views and time windows, because high-resolution video footage uses very large amounts of storage space. The executive director or their designee will maintain a record of export requests, including dates, times, locations, requestor, subject, and recipient of the footage.

Adopted by the Skokie Public Library Board of Trustees, January 13, 2016; revised August 14, 2024.