

VIDEO SURVEILLANCE POLICY

Guidelines for Use

This policy establishes rules, procedures and guidelines for the use of video surveillance systems in the public areas throughout Flossmoor Public Library. Video surveillance systems are to be used as an aid to on-duty security monitors and Library staff in monitoring the overall security of the Library for the purpose of protecting Library property and for the safety and security of Library staff and patrons.

Public Notice of Video Surveillance System

Notices indicating the use of video surveillance within the facility will be posted in the Library.

Storage of Recorded Video Footage

As a general rule, recorded video footage will be retained for 30 days unless there is evidentiary or other documented value which justifies longer storage. Any decision to retain recorded footage past the 30-day time period will be specifically documented and subsequently reviewed by the Library Director. Access to stored video footage will be restricted to those designated by the Library Director.

When an incident occurs on Library premises:

- Video image recordings will be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director.
- Images may be shared with other Library staff to identify person(s) suspended from Library property and to maintain a safe and secure environment.
- While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect, and resource as a means of identifying and prosecuting offenders is considered worthwhile.

Revised by the Board of Trustees: May 12, 2015

Revised by the Board of Trustees: November 12, 2019

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