



Security Camera Policy

Purpose

The Nippersink Public Library District (“Library”) employs security cameras to enhance the safety and security of patrons, staff, and property. This policy establishes guidelines for the placement, use, and management of the Library’s video security system, as well as the handling, access, and release of recorded images.

The use of cameras supports the Library’s mission to provide a safe, welcoming, and accessible environment for all community members while balancing individual privacy rights with the need for public safety.

Purpose, Use, and Areas of Security

- A number of cameras are installed at various indoor and outdoor Library locations on an as-needed basis. Cameras are positioned to provide security footage at optimum locations where potential property loss or security issues might occur.
- Each camera operates independently and records upon motion detection (without sound). Recording quality may vary depending on lighting and positioning.
- Camera activity will not be routinely monitored, but may be reviewed when there are substantiated concerns about illegal or objectionable activity, or for maintenance/repair purposes.
- Cameras are installed only in public areas where there is no reasonable expectation of privacy, such as entrances, book stacks, seating areas, hallways, stairways, delivery areas, and parking lots. Cameras will not be installed in restrooms or similar private spaces.
- Cameras are not installed, and will not be used, for the purpose of monitoring staff performance, patron reading/viewing habits, or attendance at Library programs.
- Footage may be used internally for staff training related to safety and security procedures.

Access to Footage

Access to archived footage in pursuit of documented incidents of criminal activity or violations of the Library’s Rules of Conduct is restricted to the following designated individuals:

- Library Director
- Staff FOIA Officers
- Library Board President and Vice President



The Library Director, Board President, and Vice President may also have access to real-time footage. Images will be reviewed by these designated individuals only, on Library-owned devices.

Law enforcement access is not continuous or remote. Access is case-by-case and will be granted only pursuant to subpoena, court order, or as otherwise required by law, including FOIA. Images of minors will not be released publicly unless required by law.

Retention, Disposal, and Destruction of Recordings

- Camera footage is stored digitally through the security system's secure site. The standard recording retention period is 45 days, with footage automatically deleted thereafter.
- In the event of an active investigation or legal matter, relevant footage may be retained beyond the normal retention period until the issue is resolved.
- Copies of recordings for specific instances may be made at the request of law enforcement or with authorization of designated staff. Copies will be logged with the date, reason, recipient, and staff authorizing release. Copies will be provided on thumb drives; footage will not be emailed except as required by law, court order, or valid FOIA request.
- Still images may be shared internally with staff in cases involving banned-and-barred patrons. These images may remain posted in restricted staff areas for the duration of the banning period and will be securely destroyed when the period ends.

Notice of Security

- Clearly visible signs stating "Security cameras on premise" will be posted at Library entrances, informing the public that video security cameras are in use.
- The Library will maintain an up-to-date diagram of camera locations.

Access to Footage, Incident Reports, and Fees

- All requests to view or obtain footage must be directed to the Library Director. If unavailable, requests will be handled by the Staff FOIA Officers, Board President, or Vice President.
- Upon evidence of a crime and at the request of law enforcement, relevant video footage or stills will be provided at no cost.
- All other requests will be reviewed for validity by the Library Director. Staff time for locating, editing, or duplicating footage may be charged to the requesting party.
- All requests for security footage will be documented via an NPLD incident report, which will be filed and retained in accordance with the Illinois Archives' records retention schedule.



Additional Guidelines

- Because cameras are not continuously monitored, staff and the public should take appropriate precautions for their safety and security of personal property. The Library is not responsible for personal loss or injury.
- Cameras are installed to focus on Library property. Portions of public roadways or sidewalks may be in partial view but are not the intended area of surveillance.
- Staff and patron safety is always the first priority in any threatening situation. Protection of Library property is of secondary importance.

FOIA Requests Regarding Footage

- Security camera footage, like other administrative records, may be accessible through FOIA requests.
- The FOIA Officer may deny requests if disclosure would violate state or federal law, including:
 - 5 ILCS 140/7(1)(a) — unwarranted invasion of personal privacy
 - FERPA — Family Educational Rights & Privacy Act
- Requests may also be denied if they are overly burdensome for staff to identify, capture, edit, and/or redact.