



SECURITY CAMERA POLICY

Geneva Public Library District (GPLD) uses security cameras for the safety and security of Library users, staff, and property. The primary purpose of security cameras is to discourage inappropriate and illegal behavior and activities and, when necessary, to provide assistance to law enforcement in the apprehension and prosecution of offenders, in accordance with applicable federal, state, and local law regarding the confidentiality of library records. Cameras are not continuously monitored; the public and staff should take appropriate precautions for their safety and the security of their personal property. GPLD is not responsible for the loss of property or personal injury.

GUIDELINES

- Video surveillance may be conducted in all public areas of the Library.
- Security cameras may be installed in any outdoor or indoor location where there is no reasonable expectation of privacy. Examples include: parking lot, entrances, and areas prone to theft or vandalism.
- Security cameras will not be installed in locations where there is a reasonable expectation of privacy. Examples include: rest rooms, staff offices.
- Notice of video surveillance will be posted at one or more locations on Library property.
- Recorded data is confidential and secured in a controlled area. GPLD retains discretion with respect to retention, disposal, and/or destruction of recordings.

USE/DISCLOSURE

- Access to live feeds and recorded data is limited to authorized Library staff designated by the Library Director and Board President or designee.
- Video surveillance records and images will be released in accordance with Library policies and applicable laws.
- Video surveillance records and images will be maintained as determined by GPLD in accordance with applicable laws.
- Video surveillance records images may be used to identify individuals responsible for Library policy violations, criminal activity on Library District property, or actions that are disruptive to Library District operations.
- In situations involving banned patrons, images may be shared with staff and posted in restricted staff areas for the duration of the banning period.
- No unauthorized recording of video footage through cell phones, portable devices, or any other means is permitted.

- Any GPLD employee who becomes aware of unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Library Director of the breach.
- A breach of this policy by staff may result in disciplinary action up to and including termination.

DISCLAIMER

- A copy of this policy will be shared with any patron or staff member upon request.
- The policy is posted on the Library's official website.
- GPLD disclaims any liability for use of the video data.

Approved February 27, 2020