



VIDEO SURVEILLANCE POLICY

Purpose

The La Grange Park Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of the library premises are under continuous video surveillance and recording. While the library recognizes that video surveillance will not prevent all incidents, video surveillance as a deterrent and as a means of identifying and prosecuting offenders is considered worthwhile.

Guidelines

Signage disclosing video surveillance will be posted at the library entrance. Images from the Library surveillance system are stored digitally on hardware in the Library. It is the intent of the Library to retain all recorded images for a minimum of 30 days, or until image capacity of the system is reached. Then, the oldest stored images will be automatically deleted by system software to make room for new images. Typically, images will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Executive Director.

When an incident occurs on the 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 recordings 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 Executive Director.
- Images may be shared with other library staff to identify person(s) banned from library property and to maintain a safe and secure environment.