

# **OAK LAWN PUBLIC LIBRARY**

## **BOARD POLICY**

### **SECURITY CAMERA POLICY**

The Oak Lawn Public Library uses security cameras to enhance the safety and security of library users and staff by discouraging violations of the library's Rules of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity while adhering to the applicable federal state, and local law concerning the confidentiality of library records and the protection of individual privacy.

#### **SECURITY CAMERA PURPOSE AND PLACEMENT**

1. Video recording cameras will be used in public spaces or library locations to discourage criminal activity and violations of the library's Rules of Conduct. Audio recordings will not be made.
2. Cameras may be installed in the outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking areas, entrances, seating areas, service desks, and areas prone to theft or misconduct or areas where money is stored or handled.
3. Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy such as restrooms or private offices.
4. Signs will be posted at all entrances informing the public and staff that security cameras are in use.
5. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. The Oak Lawn Public Library is not responsible for loss of property or personal injury.
6. In the placement and use of digital recording, staff and patron safety is the first priority; protection of library property is of secondary importance.

#### **USE/DISCLOSURE OF VIDEO RECORDS**

1. Access to the archived footage in pursuit of documented incidents of injury, criminal activity, or violation of the library's Rules of Conduct is restricted to designated staff: the Director, the Facilities Manager, and the Network Administrator.

2. Access is allowed by law enforcement when pursuant to subpoena, court order, or as permitted by law. The Oak Lawn Police Department has access to the security camera software through the Board approved participation in the Connect Oak Lawn camera sharing program.
3. Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for no longer than 30 days, provided no criminal activity or policy violation has occurred or is being investigated. As new images are recorded, the oldest images will automatically be deleted.
4. Video recordings and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations as delineated in the library Rules of Conduct.

## UNAUTHORIZED ACCESS OR DISCLOSURE

1. Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the library receives a request from the general public to inspect security camera footage, they will be advised to file a police complaint.
2. A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or potential privacy breach has a responsibility to immediately inform the Director.

Adopted: 06/21/22  
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