



Silvis Public Library

806 1st Avenue
Silvis, Illinois 61282
(309)-755-3393

Camera Surveillance & Security Policy

The Silvis Public Library seeks to provide its users with a safe and pleasant library experience in an atmosphere conducive to study, reading and appropriate use of materials and services. To this end, the Library is responsible for establishing library use policies to protect the rights and safety of library patrons, volunteers, and staff and for preserving and protecting the Library's materials, equipment, facilities and grounds.

Purpose of Security Cameras

The library has a significant interest in maintaining the safety and security of its patrons, staff, and property. Security cameras are in use to discourage illegal behavior and violations of library policies and provide recorded footage to assist law enforcement in prosecuting criminal activity and staff in enforcing library policies. The purpose of this policy is to govern the location of security cameras, identify who may access live and recorded camera footage and for what purpose, provide guidelines for the retention of recorded footage, and protect individual privacy. Individuals on library property consent to the recording of security camera footage pursuant to the terms and conditions of this Policy.

Public Notice: Signage

Signage will be posted at the library entrance at all times, informing the public that security cameras are in use.

Security Camera Locations

Security cameras are positioned in locations determined by the Library Director to best accomplish the purposes of this policy and may include interior and exterior locations. Cameras will not record images in any locations where an individual has a reasonable expectation of privacy (i.e., restrooms, rooms reserved for nursing, etc.).

Viewing

The Library Director will have access at all times to live and recorded security camera footage and may designate in writing one or more staff members to also have access to live and/or recorded footage subject to any restrictions the Director may impose. The general public will not be allowed to view live security camera footage but may request copies of recorded footage pursuant to the Freedom of Information Act (5 ILCS 140/1, et seq., "FOIA"). Law enforcement officials will be allowed to view live or recorded footage pursuant to a subpoena, court order, or as required by law such as situations involving imminent danger to public health and safety. In such imminent danger emergencies where law enforcement calls for immediate access, the requesting officer is required to provide his/her name, agency, badge number, the nature of the emergency, and the extent of data requested. The library does not routinely monitor live or recorded footage.

Recorded data is confidential and secured in a controlled area. Recordings will typically be stored for no more than seven days, unless required as part of an ongoing investigation.

Privacy

In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by Illinois State law, Silvis Public Library policies, and the American Library Association policies on confidentiality and privacy.

Recorded footage is a public record subject to the Freedom of Information Act (5 ILCS 140/1, et seq., "FOIA"), and may be released subject to any applicable exemptions. All requests received by the library for inspection or copying of recorded footage should be forwarded to the library's FOIA Officer for review and response.

Amended and Approved July 9, 2018

Adopted July 17, 2017