

SECURITY CAMERA POLICY

Security cameras are installed in the Fox River Grove Public Library District to protect the safety and security of people, the building and its contents, while protecting individuals' right to privacy. Only the Library Director and authorized Library staff may view recordings. It is the policy of the Fox River Grove Public Library District that images from the security cameras will not be disclosed to patrons for any reason, unless specifically authorized by law enforcement. All images from the Library security cameras are for the use of Library Staff only. At no time will Library staff release protected records, including video images, except through a process, subpoena, or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power. Library staff will seek legal counsel from the Library Attorney's Office in the event of such a request for release of Library records, and will respond to the request according to the advice of counsel.

Surveillance cameras are positioned to monitor public areas of the Library and are not used in rest rooms, nor are they positioned to identify a person's reading, viewing or listening activities in the Library.

Signs are posted within the Library indicating that the facility is monitored by surveillance cameras.

Images from the Library's security cameras are stored digitally on hardware in the Library. It is the intention of the Library to maintain images for a minimum of 30 days, if electronic space allows. Typically the images are not reviewed. If an incident comes to the attention of the Library Director the retained images can be reviewed and saved for as long as necessary.