



Silvis Public Library

806 1st Avenue
Silvis, Illinois 61282

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 purpose of the security system is to enhance the safety and security of library users, staff, and property. This policy is in force to deter public endangerment, vandalism, and mischief in unsupervised areas and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the applicable federal, state and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of individual privacy.

The library's security camera system will be used only for the protection and safety of library visitors, employees, assets, and property, and to identify persons breaking the law or violating the Library Use Policy. Staff and visitor safety is the first priority in any threatening situation. The protection of Library property is of secondary importance.

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

Cameras may be installed in locations where individuals lack a reasonable expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating areas, public computers, program room and areas prone to theft or misconduct.

Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices. Nor are they positioned to identify a person's reading, viewing, or listening activities in the Library.

Security

The Library has no obligation to monitor the cameras in real time. As the cameras are not constantly monitored, Library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.

Data Storage

Access to the archival footage in pursuit of documented incidents of injury, criminal activity or violation of the Library Use Policy is restricted to designated Library staff and City of Silvis Police Department. Cameras are not continuously monitored. However, circumstances including reports of policy violations, suspected criminal activity, and destruction or theft of library resources may require such monitoring to occur. 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.

Access to Archived Footage

Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the Library Use Policy is restricted to designated staff: Library Administration and Information Technology staff.

For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon request. General public requesting access to security camera footage should be made through law enforcement agencies. In emergency situations that present imminent danger of physical harm, law enforcement may gain immediate access by contacting the Library Director or President of the Silvis Board of Trustees. 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.

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.

Amended and Approved July 9, 2018

Adopted July 17, 2017