

1. PURPOSE OF SECURITY CAMERAS

This policy sets out the framework within which The Urbana Free Library will use security cameras. The library will use security cameras to enhance the safety and security of library users, staff, and property, while protecting individuals' right to privacy.

The security camera installation consists of dedicated cameras providing real-time surveillance through a central monitoring facility. The primary use of security cameras is to discourage inappropriate and illegal behavior and to enhance the opportunity to apprehend offenders.

2. SIGNAGE

The library will post signs at both public entrances alerting patrons to the use of security cameras for monitoring and recording on library property, both inside and outside.

3. CAMERA LOCATION

In general, cameras are located to view service desks, exits, and areas prone to vandalism or activity in violation of library policy. As of May 2009, camera installations view the following locations:

Exterior:

- Race Street porches (2)
- Bus shelter, Ibidem sculpture, and east bicycle rack (1)
- West bicycle rack (1)
- Tortoise and Hare sculpture (1)
- Cherry Alley (1)
- Green Street entrance and island bicycle rack (1)
- Book returns (1)
- West façade of library (1)
- Garden mural (1)
- North ramp entrance (1)

Green Street exit and foyer (2)

Elevators (2)

Ground Floor:

- Emergency exit in northwest stairwell (1)
- Children's Department Internet workstations (1)

- Children's Department restroom entrance (1)
- Children's Department booth seating and south window wells (1)
- Exit from Children's Department to hallway (2)
- Auditorium (1)
- North ramp exit and auditorium restroom entrance (1)
- Hallway outside Administration and Acquisitions (1)
- Base of stairs to first floor and inside mural (1)
- Hallway outside public elevator (1)
- Emergency exit to the south (2)

First Floor:

- Race Street exit (1)
- Art gallery (1)
- Circulation service counter (3)
- Lobby exit and restroom entrance (1)
- Teen area (1)
- Base of stairs to second floor (1)

Second Floor:

- Archives reference desk (1)
- Adult reference desk (2)
- "Adults only" computers (1)
- Computer lab (3)
- Hallway outside public elevator (1)

4. ACCESS TO DIGITAL IMAGES

Video data is recorded and stored digitally on Digital Video Recorders equipped with onboard hard drive storage. The recorded data and DVRs are considered confidential and secure.

Both the recorders and recorded data are housed in a limited-access, controlled area. Staff shall have remote access via the library's LAN to live feeds in order to monitor activity at the library when necessary. Only the following individuals are authorized to access the recorders and recorded archival data: Executive Director, Associate Director, Department Heads, and Information Technology Manager.

Authorized individuals, with notice to the Executive Director, may access or ask other staff to review recorded data in order to ascertain security concerns related to a specific incident.

Occasional spot checks of the recorded data will be made by the Executive Director or the Information Technology Manager to assure proper operation of the system and to review

machine room access procedures. The frequency of viewing and the amount of video viewed at one time will be limited to the minimum needed to give assurance that the system is working and to verify compliance of machine room access policies.

5. RETENTION OF DIGITAL IMAGES

Recordings shall be kept for approximately 30 days, unless required as part of an ongoing investigation. The storage media shall be kept in a secure area.

6. ACCESS BY LAW ENFORCEMENT AND PATRON PRIVACY

Authorized individuals may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid court order establishing probable cause to review the data.

Any such review by law enforcement will be with the knowledge and approval of the Executive Director or his/her designee. In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to library users by Illinois state law, The Urbana Free Library policies, and the American Library Association policies on confidentiality and privacy, including but not limited to the "policy concerning confidentiality of personally identifiable information about library users."

Adopted: July 10, 2007

Last Amended: June 09, 2009