



Winnetka-Northfield
PUBLIC LIBRARY DISTRICT

Security Camera Policy

The Winnetka-Northfield Public Library District (“The District”) uses security cameras to help document events involving the safety and security of patrons, staff, and property. The security camera installation consists of dedicated cameras that provide real-time surveillance through a video management system. The primary purpose of security cameras is to discourage inappropriate and illegal behavior and to increase the likelihood of apprehending offenders.

SIGNAGE

The District shall post and maintain signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the District property.

LOCATIONS

Cameras shall be located and directed to provide surveillance in areas where potential property loss might occur or in locations that present security concerns. Cameras are positioned to view service desks, exits, and areas prone to theft, vandalism or other activity that violates the District’s policies or laws. Cameras are not positioned in areas where patrons and/or staff have a reasonable expectation of privacy, such as restrooms.

ACCESS TO DIGITAL IMAGES

Video data is recorded and stored digitally. Recorded data is considered confidential and secure. Video surveillance records are not to be used to identify the activities of individual District patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of District policy, or incidents where there is reasonable basis to believe a claim may be made against the District for civil liability. Authorized District staff may provide still shots or selected portions of recorded data to law enforcement to assess the security risk of a specific individual on District property or investigate a crime on District or District-adjacent property.

Recorded data is afforded the same level of confidentiality and protection provided to District patrons by Illinois state law and the District’s policies. In the event a warrant or subpoena is issued requesting the release or disclosure of surveillance recordings, the Executive Director, in consultation with the District’s attorney, will ensure compliance with law.

RETENTION OF DIGITAL IMAGES

Video images will be deleted 28 days after the time of recording, provided no criminal activity or policy violation has occurred or is being investigated. In the event of an incident, still shots or selected portions of the recorded data relating to the incident will be retained for one year following the incident or until one year following any associated litigation and/or criminal proceedings have commenced, whichever is longer. The storage media shall be kept in a secure area.

DISCLAIMER OF LIABILITY

The District disclaims any liability for use of video data for any purpose. Questions from patrons may be directed to the Executive Director or the Business Office.