

Bethalto Public Library District

Security Cameras Policy

The purpose of this policy is to establish guidelines for the placement and use of security cameras, as well as the access and retrieval of recorded video images at Bethalto Public Library.

Security Camera Purpose and Placement Guidelines

- Security cameras enhance the safety and security of library users, staff and property. Security cameras discourage illegal behavior and policy violations, enhance the apprehension of offenders, and provide video records that support library security and operations.
- Security cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, entrances, seating areas, service desks, areas prone to theft or misconduct, and areas where money is stored or handled.
- Security cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy such as restrooms.
- No audio recording is associated with the security cameras.
- Signs will be posted at library entrances informing the public and staff that security cameras are in use.
- Because security cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property.

Video Records Access and Use

- Access to the archived video records in pursuit of documented incidents of criminal activity or violation of the library's policies is restricted to designated staff: Board of Trustee members, the Library Director, the Assistant Director, or their designees.
- Access to the archived video records is also allowed by law enforcement when pursuant to a subpoena, court order, or when otherwise required by law as indicated by the law enforcement officer.
- A log will be kept when video records are accessed for law enforcement, recording the date, time, name of law enforcement person, reason video records need to be accessed. This paper log will be kept in the electrical closet with the security cameras computer system.
- Designated staff must notify the Library Director whenever video records are accessed for law enforcement.
- Video records will not be maintained, provided no criminal activity or library policy violation has occurred or is being investigated.

- Live surveillance, a still image, or archived video records may be used to assess the security risk of a specific individual, to investigate a crime on library property, to request law enforcement assistance, to validate serious or repeated policy violations, to alert staff to banned or repeatedly disruptive individuals, or to address internal security or operational concerns. In the discharge of such duties designated staff are permitted to connect the video records with identification data available from the library's patron databases.
- In situations involving patrons who have been banned from the library premises, still images taken from the video records will be shared with all staff. Still images will remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images will be archived in the Library Director's office.
- Confidentiality and privacy issues are important to the library. The general public will not be allowed access to the video records unless approved by the Library Director or required by law.
- A breach of this policy by a staff member may result in disciplinary action up to and including dismissal. Any staff member who becomes aware of any unauthorized disclosure of a video record and/or a potential privacy breach has a responsibility to immediately inform the Library Director.

A copy of this policy may be shared with members of the public upon request. This policy is also posted on the Bethalto Public Library District's official website.

Questions from the public may be directed to the Library Director or Assistant Director.

Adopted – May 11, 2023

Reviewed – May 8, 2025

Revised or Amended –