

SECURITY CAMERA POLICY

The Wheaton Public Library maintains a security camera system to provide real-time surveillance of various public areas through a central monitoring/recording facility. The purpose of the security system is to promote the safety and security of library users, staff and property, to enforce the library's rules of conduct, to discourage inappropriate and illegal behavior, and to aid in the apprehension and prosecution of offenders.

CAMERA LOCATION

In general, cameras are located to view on a continuous basis public areas that are remote or that may be lightly staffed, areas that lack direct site lines, elevator entrances and exits, washroom entrances/exits and areas prone to activity in violation of library policy. The security camera installation consists of dedicated cameras providing real-time surveillance through a central monitoring facility.

Video surveillance for security purposes at the library is limited to locations that do not violate the reasonable expectation of privacy. Cameras will not be installed for the purpose of monitoring staff performance.

For current camera locations see Appendix A of this document.

Staff will review the placement of recording equipment annually.

SIGNAGE

A sign will be posted at the Library entrances informing the public that security cameras are in use.

ACCESS TO DIGITAL IMAGES

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

Both the recorder and recorded data are housed in a limited-access, controlled area. Staff shall have remote access via the library's network to live feeds in order to monitor activity at the library on a continuing basis. Images will be viewed on desktop monitors placed in secure areas to ensure private access.

Only the following individuals are authorized to access the recorder and recorded archival data: Library Director, Assistant Library Director, Department Heads information technology managers. Authorized individuals, with notice to the Library 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 Library Director, Assistant Library Director, a department head or information technology manager to assure proper operation of the system and to review access procedures.

RETENTION OF DIGITAL IMAGES

Recordings shall be kept for approximately 30 days, unless required as part of an ongoing investigation. As new images are recorded, the oldest images will be automatically deleted.

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.

Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances. The library's Confidentiality of Library Records policy will be observed.

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.

APPENDIX A

As of September 2012, camera installations view the following locations:

First Floor: East and West exits

Lower Level: Children's Department north atrium, west elevator, west atrium, north restroom entrance, elevator hallway

2nd Floor: West elevator, west seating area in addition, north wall in addition, east seating area overlooking parking lot, restroom entrance

SECURITY CAMERA PROCEDURES:

The Wheaton Public Library maintains a security camera system to provide real-time surveillance of various public areas through a central monitoring/recording facility. The cameras record when motion is detected and the pictures are stored on a DVD player located in a locked area behind the children's art workroom for approximately 30 days. See Appendix A for current camera locations.

The live view of all cameras may be accessed on all staff computers through a network link maintained by information technology managers. Computer screens used for monitoring the cameras should not be visible to the public. Camera images are not to be shared with the public.

Children's Adult staff and 2nd Floor Adult staff will monitor the cameras in their departments all hours the library is open. Desk staff should open the link as part of their opening procedures. Once open the site may be minimized, but should be left open and viewed by on-duty adult staff every 15 minutes if possible. If unacceptable activity is detected, staff need to take appropriate action. If the activity is not illegal or is nonthreatening (such as eating or sleeping) staff should personally go to the area and speak to the person/persons. If activity detected is illegal or threatening, staff should immediately call 911 and notify the Head of the department, library director, assistant library director, and or other department heads.

The cameras located at the main floor public doors will not be monitored on a regular basis. Their primary purpose is to be able to identify an individual on the recorded data in the event of an incident.

Access to the archived footage from the security cameras is restricted to designated staff: Library Director, Assistant Library Director, Department Heads and information technology managers. Police needing access to archival footage should be directed to one of those staff members.

These procedures will be reviewed on a regular basis.