SSCHPL
Steger-South Chicago Heights Public Library

# Security Camera Policy

## Purpose

The Steger-South Chicago Heights Public Library is committed to providing a safe and secure environment for its staff and patrons. To meet this goal and fulfill our mission to serve the community, the library has installed security cameras with the intention of discouraging unlawful behavior and protecting the security of individuals and their property inside the library.

## Scope of Surveillance

Cameras are placed in public areas determined by library staff to best establish a secure environment for the library and its patrons. Cameras will not be placed where individuals have a reasonable expectation of privacy. Signs are posted at all public entrances notifying the public that areas in and around the library are recorded by security cameras. Some footage is recorded. Recorded footage is only available for a limited time based on the amount of content.

## Access to Footage

All library employees have access to real-time footage. Staff will monitor the cameras as needed to ensure the safety and security of individuals inside and around the library. Footage and images may be saved as a supplemental record of accidents, suspicious activity, unruly or unlawful behavior, or for other reasons deemed necessary for the safety and security of the library by library staff. When the review of footage is necessary, staff will do so out of public view. The library upholds the Confidentiality of Records Policy, adopted by the Board of Trustees.

## Law Enforcement

Law enforcement will be allowed access of live or recorded footage upon request in situations involving a threat to public security.

## FOIA

Individuals from the public may request recorded footage from the Freedom of Information Officer.

Adopted: January 2022
Reviewed September 2026