



VIDEO RECORDING POLICY

Purpose

The La Grange Park Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, guidelines are established in this policy to define allowable practices as they relate to recordings and images being taken on the library premises.

Library Recordings and Photography

Public areas of the library premises are under continuous video surveillance and recording. Signage disclosing video surveillance is posted at the library entrance. Videos from the library surveillance system are stored digitally on hardware in the library. All recorded videos are retained for a minimum of 14 days, or until the storage capacity of the system is reached. Then, the oldest stored videos will be automatically deleted by system software to make room. Typically, video will not be routinely monitored in real-time, nor reviewed by library staff, except when specifically authorized by the Executive Director.

When an incident occurs on the library premises:

- Video image recordings will be used to identify the person or persons responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations.
- Video recordings may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- Video recordings of incidents can be retained and reviewed as long as considered necessary by the Executive Director.
- Images may be shared with other library staff to identify person(s) banned from library property and to maintain a safe and secure environment.

Attendance at library programs constitutes consent to be photographed or recorded. To ensure the privacy of individuals and children, images will not include the full name of participants without written approval from the parent/guardian. If a patron does not want the library to use a photograph or recording, they must inform library staff.

Patron Photography and Recordings

Permission is not required to take photographs or recordings in the public areas of the library for personal, non-commercial use. Permission to photograph or record any person under 18 years of age must be obtained from a parent/guardian on behalf of the minor child.

The library may permit use of the facility for commercial photographs or recordings as long as the activity does not interfere with normal library operations and prior permission is granted by the Executive Director.

Library staff reserve the right to stop anyone from taking photographs or recordings if it compromises a patron's or staff member's right to privacy, results in disruption of normal library operation, is deemed to be harassing, intimidating, or threatening toward a patron or staff member, or if the activity blocks walkways, doors, or stairways.

Liability and Enforcement

Members of the public who take photographs or recordings are solely liable for any injuries to persons or property that result from their activities on library property. They are responsible for obtaining necessary releases and permissions required by law and obtaining consent or other permission when taking photographs or recordings of



copyrighted material. Library staff reserve the right to ask any individual or group who violates this policy to cease taking photographs or recordings on library property.