



9400 S. Troy, Evergreen Park, IL 60805 • Phone: 708.422.8522 • [evergreenparklibrary.org](http://evergreenparklibrary.org)

---

## **Video Surveillance Policy**

In order to maintain a safe and secure environment for staff and patrons, the Evergreen Park Public Library (“Library”) employs continuous video surveillance systems in selected areas of the Library premises. Video surveillance shall only be used for the protection and safety of library staff, patrons, assets, and property.

Video surveillance cameras will be positioned to record only those areas specified by the Director to complement other measures to maintain a safe and secure environment in compliance with Library policies. Video camera locations shall not be changed or added without the permission of the Director. Video cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms.

Video surveillance records will ordinarily be maintained for a minimum of 14 days, and shall be stored in a manner designed to ensure that access to the records is restricted to authorized personnel as determined by the Director.

Video surveillance records shall not be used or disclosed except as specifically authorized herein. They may be used to help identify individuals who have violated Library rules or policies or applicable laws, or who have engaged in activity considered disruptive to Library operations. Video surveillance records evidencing such violations or activities may be used to support appropriate disciplinary action and/or disclosed to law enforcement agencies. Requests for the disclosure of video surveillance records shall be addressed on a case by case basis subject to and in accordance with applicable laws.

Approved by the Evergreen Park Public Library Board of Trustees  
August 10, 2011