

Attachment C – 03/05/19

Background: Staff recommends the addition of three outside security cameras. Library policy requires prior consultation between the Executive Director and the Board (see policy below).

Locations recommended include: 1) front of Library opposite the bike path (South side of building); 2) near the Staff Entrance (North side of building); and 3) near the new North Expansion Receiving Area.

These cameras will enhance safety of both pedestrian and vehicular traffic through deterrence and by creating a record of any incidents that do occur. Due to construction, they will likely not be installed at the same time, and we expect the project to be under \$4,000.

Security Camera Policy
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Amended August 7, 2018

SECURITY CAMERA POLICY

The Rolling Meadows Library maintains a security camera system to assist staff and local law enforcement in maintaining a safe and secure environment for library patrons.

SIGNAGE

A sign is posted at the Library entrance informing the public that security cameras are in use.

CAMERA LOCATION

Security cameras will be positioned to record only those areas specified by the Executive Director and Library Board. Camera locations shall not be changed or added without the permission of the Executive Director and after consultation with the Library Board. Cameras are located in selected interior and exterior locations where library users and staff have no reasonable expectation of privacy.

ACCESS TO DIGITAL IMAGES

Camera data is recorded and stored digitally. Access to recorded data and images is restricted to the Executive Director, staff and contractors designated by the Executive Director to assist in managing the security camera system, and the City of Rolling Meadows Police Department.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

Unauthorized access to or disclosure of security camera data and images may result in disciplinary action up to and including dismissal. Any library employee or contractor who becomes aware of an instance of unauthorized access to or disclosure of security camera data and images must immediately notify the Executive Director.