



Security Camera Policy

Policy Statement

The East Moline Public Library uses security cameras in support of the Library Value of providing a safe place for the community.

Location and Use

Dome 360 degree cameras are located throughout all three levels of the library in public areas. Recorded data is stored digitally for approximately 30 days. To optimize data storage, the cameras are motion-censored and only motion-detected video recordings are stored. Video footage may include gaps of time coverage corresponding to no motion.

Recorded data or still images involving Library incidents may be downloaded and stored with Library Incident Reports. Library Incident Reports are distributed internally to library staff and retained according to the Illinois Records Act (50 ILCS 205/25).

Access to Video

Access to specific video footage may be obtained through a Freedom of Information Act (FOIA) request. Those requests can be made to foia@eastmolinelibrary.org. Please include date and timeframe with your request. Video footage is provided on a flash drive and a \$5 fee must be paid for the cost of the flash drive. Alternatively you could request to watch the video footage at the Library. No unauthorized recording of video footage through cell phones, portable devices, or any other means is permitted. Please note your preference in your FOIA request.

Once a FOIA request is received, the Director shall review the requested images and determine if the images contain any information protected by the Library Records Confidentiality Act, as permitted by Section 7(1) of the Freedom of Information Act. When a request is made to inspect or copy recorded images that are exempt from disclosure under the Library Records Confidentiality Act, and also contains images that are not exempt, the Library shall attempt to redact the exempt images and make the remaining images available for inspection or copying.

Patron Privacy

Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of Library policy or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability.

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.

Law enforcement officials or agencies may be provided access to the recorded data pursuant to a subpoena, court order, or as permitted by law.

Recorded data will be accorded the same level of confidentiality and protection provided to Library users by Illinois state law and the Library's policies.

Disclaimer of Liability

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

Any individual using the Library shall be held responsible for willful or accidental damage to the Library's building and collections caused by the individual in accordance with the East Moline Public Library Rules of Conduct.

Approved by the Library Board of Trustees on April 28, 2025