

shall be kept in a secure area. In situations involving banned patrons, stored still images or selected portions of the recorded data relating to specific incidents may be shared with staff library-wide.

#### **2.13.5 Access by Law Enforcement and Confidentiality**

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 staff 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.

Video data will be made available to law enforcement officials or agencies upon written request. The library shall retain a copy of the request. Recorded data will be accorded the same level of confidentiality and protection provided to patrons by Illinois state law and the library's policies.

#### **2.13.6 Damages and Liability**

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 library's Code of Conduct.

#### **2.13.7 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 are limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

### **2.14 Taking Images and Recording Video in Library and During Virtual Library Programs**

#### **2.14.1 By Community Members**

Photographs or videos may be taken in the public areas of the library to the extent that doing so does not disturb others' use of the library. Neither people nor equipment may block walkways or create a hazard. Photographers must respect others' wishes to not be photographed and/or filmed. If a minor may be in a picture or video, the photographer must obtain permission from the parent, legal guardian, or caregiver before taking the picture or video. Taking photos/videos of specific, copyrighted (or otherwise protected) materials for the purpose of redistribution is prohibited.

The library makes no guarantee of library virtual program participants' privacy and cannot control other participants recording or taking screenshots of the program,

which may include information on the screen. Virtual program participants are responsible for using an alias for log-in and/or disabling their camera to protect their own privacy.

#### **2.14.2 By Library Staff and Its Affiliates and Partners**

Attendance at Downers Grove Public Library programs and events constitutes consent to be photographed and/or filmed for use in print and/or electronic publicity for the Downers Grove Public Library. The library makes no guarantee of library virtual program participants' privacy, including name, personally identifying information, and likeness, due to personal settings and program host requirements. Except in virtual programs, names or personal identifying information will not be used without permission of the subject, parent, legal guardian, or caregiver. Participants may opt out by informing the library staff coordinating the program or event.

### **2.15 Grounds**

#### **2.15.1 Unattended Items**

Personal belongings may not be left unattended on library grounds. The library is not responsible for any loss of personal belongings, through theft or otherwise. Unattended personal belongings will be removed.

#### **2.15.2 Unattended Animals**

Unattended animals are prohibited. Animals on library grounds must be under the direct physical control of the owner/caretaker at all times.

### **2.16 Friends of the Downers Grove Public Library and Downers Grove Public Library Foundation**

#### **2.16.1 Independent Organizations**

The Friends of the Downers Grove Public Library (Friends) and Downers Grove Public Library Foundation (Foundation) are independent organizations, each with their own boards, goals, and purposes. Neither the Friends nor Foundation as organizations, nor any member or participant therein, may assume any liability, take action, or authorize any act on behalf of the Downers Grove Public Library.

#### **2.16.2 Liaisons**

The Friends and Foundation organizations are comprised of volunteers. The Library Director appoints a staff member to serve as a Liaison to the Friends, to facilitate communication and coordination of activities between the Friends and the library. The Library Director serves on the Foundation Board of Directors in an ex-officio role, as set forth in the Foundation's Bylaws, to facilitate communication and coordination of activities between the Foundation and library.