

**POLICY 670**  
**LIBRARY SECURITY**

The Lisle Library District (LLD) shall make every effort to provide a safe and secure environment for patrons, staff, materials, and resources within the facility and on campus.

**A. Alarm Systems**

1. LLD facility and campus shall be protected by commercial security and safety systems linked to relevant authorities.
2. Library Materials are safeguarded by a theft protection system using RFID technology.

**B. Security Cameras**

1. Security cameras are operational 24/7 and are in place to discourage illegal behavior and violations of LLD policy.
2. The LLD Administrative Office/IT Manager oversee the security camera system.
3. Cameras are in locations to best accomplish the purposes of this policy and may include interior and exterior locations.
4. Cameras shall not be in any locations where an individual has a reasonable expectation of privacy such as within restrooms.
5. Recorded footage shall solely be for the purposes of enforcing and administering LLD policies or assisting appropriate authorities with such relevant records.
6. Recorded footage is a public record and subject to the Local Records Act (50 ILCS 205/1).
7. The LLD has signage informing patrons of the existence of a security camera system.

**C. Staff**

1. Applicable staff are responsible for acting as a Person-in-Charge (PIC) or have a job description that focuses on Library safety and security such as the LLD Facility Monitors (FMs).
2. PICs and FMs shall address safety and security issues when the Director or Assistant Director are not on premises.
3. Staff receive regular training on safety and security matters.
4. Administrative staff are responsible for the safekeeping and distribution of LLD keys, codes, and other relevant safety and security devices/systems.
5. Applicable staff shall access non-public or locked areas via key or keyless entry systems.

#### **D. Actions**

1. In matters where patron behavior may cause a safety/security issue, appropriate staff shall address the matter referencing LLD Policy 610/Patron Code of Conduct.
2. In cases where safety/security matters escalate or cannot be effectively managed by staff, proper authorities shall be called.
3. Staff shall immediately inform the proper authorities in cases where theft, vandalism, assault, or any other illegal or violent activity occur.
4. Law violators shall be prosecuted.

Adopted 10/8/90

Revised 2/10/99

Revised 11/13/02

Revised 03/17/21

