SECURITY CAMERAs Policy

The Alexandrian Public Library has security cameras to provide peace of mind to library users and staff by discouraging violations of the Appropriate Behavior Policy, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

**Patron Expectations:**

* Cameras will be installed within and outside the library on an as needed basis.
* Cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as in restrooms.
* Signs will be posted at entrances informing the public that security cameras are in use.
* Because security cameras are not monitored in real time, staff and the public should take appropriate precautions for their safety and for the security of personal property. The Alexandrian Public Library is not responsible for loss or damage of personal property.

 **Access to Recordings:**

* Access to the footage in pursuit of documented incidents of criminal activity or a violation of our Appropriate Behavior Policy is restricted to the Director, Department Heads or other staff as designated by the Director. Patron access to video footage is not allowed. If patrons request the viewing of security camera footage, they will be advised to file a police report.
* Access is allowed when pursuant to a subpoena, court order, or when requested by law enforcement officials. In the case of a request from a law enforcement official, the Director must be notified. If the Director is unavailable, the Chain of Command will be followed for access.
* Video records will not be maintained, and will automatically record over themselves on an ongoing basis. Video records will not be maintained, provided no criminal activity or policy violation has occurred.
* In situations involving banned patrons, stored still images may be shared with all staff for identification purposes.
* In the event of a search warrant, the library will comply with the search warrant and consult with legal counsel if necessary.

In addition to the above listed cameras, City of Mount Vernon entities may install and maintain security cameras at the Imagination Station. The Alexandrian Public Library is not responsible for the maintenance or replacement of these cameras, and all questions regarding their footage is to be directed to the Parks and Recreation Department of the City of Mount Vernon.