

Security Camera Policy

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access to and retrieval of recorded video images at the Alexandria Library (the Library).

The Library attempts to offer a welcoming, open atmosphere and provide a quiet, comfortable and safe environment where people can use library facilities and collections for their intended purposes.

Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of the Rules Governing Use of the Alexandria Library, to assist staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

The Library values customer privacy and works to maintain appropriate confidentiality of its users while protecting the public through cooperation with law enforcement. This policy should be interpreted with the understanding that the image of a person on library property is not protected, but anything that would identify materials used by a library customer is protected and held private.

Signs will be posted throughout library facilities informing library visitors that security cameras are in use.

Camera Placement

- Cameras may be placed in both indoor and outdoor areas where security staff and designated library staff may randomly or regularly monitor activity.
- Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Examples include common areas of the library such as entrances, book stacks, public seating areas, hallways, stairways, delivery areas and parking lots.
- Cameras may be installed in areas that could assist law enforcement in documenting traffic accidents or other incidents unrelated to the Library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of a library building that not only document activity on Library property but also the sidewalk, public streets, and surrounding properties.
- Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as in restrooms and private offices.
- Cameras may be installed in staff areas where additional security measures are needed.

Access to Camera Footage

- Access to stored camera footage is given to designated managers, Information Technology and Administration staff. Footage will be viewed on desktop monitors placed in secure areas to ensure privacy.
- Customer access to video footage is not allowed without a court order.

- Access is also allowed by police pursuant to a subpoena, court order, or unless otherwise required by law. Law enforcement should consult with the Branch Manager or Library Administration for access.
- In emergency circumstances, when there is concern of immediate danger on or off library property, law enforcement will be provided immediate access to security video footage without a subpoena.
- Production of video copies for distribution is limited to designated managers, Information Technology, Administration staff and law enforcement.

Storage of Camera Footage

- Images will be stored for a length of time based on available storage, but no longer than 30 days, unless someone has specifically requested retention. As new images are recorded, the oldest images will be automatically deleted. The length of storage time varies depending on the camera's memory and recording length.
- In situations involving banned individuals, stored still images may be shared with staff system-wide.

The Library is not responsible for loss of property or personal injury; staff and public should take appropriate precautions for their safety and for the security of personal property.

Approved by the City Attorney's Office, May 2019; Approved by the Library Board June 2019