

CONFIDENTIALITY OF LIBRARY RECORDS POLICY

The Connetquot Public Library respects and observes the requirements of the terms of section 4509 of the New York Civil Practice Law and Rules pertaining to the confidentiality of “*library records which contain names or other personally identifying details*” pertaining to the users/patrons of the Connetquot Public Library; and the legal process required to be undertaken to obtain the production of any records disclosing “*names or other personally identifying details regarding the users of the Library.*”

Maintaining the confidentiality of patrons of the Library is to be assured by providing for the non-disclosure of records related to, but not limited to:

- Circulation of Library materials
- General computer and catalog searches
- Inter-Library loan transactions
- Reference questions
- Requests for photocopies, faxing, scanning or prints.
- Title reserve requests
- Use of AV materials, films and records.

Disclosure of such information shall be limited to Library personnel when necessary for the proper operation of the Library; further, disclosure is only to be provided upon:

- Request or consent of the patron/use
- Pursuant to subpoena, court order
- Where otherwise required by law

Records shall not be made available to any individual or entity, including any agency of the federal, state or local government except pursuant to a duly authorized *Subpoena Duces Tecum* upon such terms as are provided within the duly issued *Subpoena Duces Tecum*.

No member of the staff other than the Library Director or Library Director's designee is authorized to respond to any form of judicial process or to provide any patron-specific or library-business information, in writing or oral form, to law enforcement officer or other person. All inquiries relating to the disclosure of Library records are to be reviewed by the Library's counsel.

Policy 200-30

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