GUILDERLAND PUBLIC LIBRARY

CONFIDENTIALITY OF LIBRARY RECORDS POLICY

PURPOSE: The Guilderland Public Library ("Library") respects the privacy and confidentiality of all patrons regarding information related to the use of the Library and is committed to protecting that information in accordance with law.

POLICY: The Policy of the Library is in accordance with State Law (New York Statutes, Civil Practise Law and Rules, 4509) as set forth below:

"Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of Library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of Library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such Library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute."

USE OF INFORMATION: Accordingly, all Library use information and all personally identifying patron information shall be maintained as confidential, shall be accessed by Library employees only for bona fide Library operational purposes and shall not be disclosed except: (1) to the extent necessary for proper Library operation; (2) upon request or consent of the individual whose information is being sought; (3) pursuant to valid subpoena or court order; or (4) where otherwise required by law.

The Director or his/her designee is the sole Library representative authorized to receive and comply with requests for those Library records which are protected by law. Library staff and volunteers are required to refer any requests for records or information relating to such records to the Director or his/her designee. With respect to (3) and ((4) above, the Library's legal counsel is to be consulted to determine the proper response before complying with any such requests.

from New York Consolidated Laws: Civil Practice Laws and Rules Section 4509, 1988.
Citations Adopted 4/25/95

APPROVED

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