

[LIBRARY LETTERHEAD]

CONFIDENTIALITY OF LIBRARY RECORDS

The [LIBRARY NAME] is committed to protecting patron confidentiality, including the borrowing information of patrons, and their right to access information that is controversial, sensitive or personal.

Therefore, the [LIBRARY NAME] Board of Trustees adopts the following stance on library records in accordance with New York State Civil Practice Law and Rules § 4509:

The ethical responsibility of library employees, as well as New York State law, protects the privacy of library users. Records related to the circulation of library materials, the patron database, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials shall be confidential and library employees shall not disclose them except to the extent necessary for proper library operation, upon request or consent of the user, pursuant to subpoena or court order, or where otherwise required by law.

The Confidentiality of Library Records will be periodically evaluated in relation to all local, state, and federal laws and regulations as well as the American Library Association Code of Ethics and ALA Library Bill of Rights by the [LIBRARY NAME] Director and Board of Trustees.

Questions or concerns regarding the [LIBRARY NAME] or this policy should be forwarded to the Director.

ADOPTED by the [LIBRARY NAME] Board of Trustees __/__/2020