



CONFIDENTIALITY OF SYSTEM RECORDS POLICY

Pioneer Library System (the System) adheres to **New York Civil Practice Law and Rules Section 4509: Library Records.**

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.

Section 4509: Library records, Civil Practice Law & Rules (CVP)

The System's staff are aware that such records are confidential and are not to be made available to any agency except under due process of law and then only upon the advice of the System's legal counsel.

Amended: February 10, 2021

Reviewed: January 14, 2015

Adopted: February 14, 2001