

## **Confidentiality of Library Records Policy**

The Emma S. Clark Memorial Library respects and observes the requirements of the terms §4509 and §2307 of the 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 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 the non-disclosure of records related to membership; the circulation of Library materials; computer database searches; inter-Library loan transactions; reference queries; request for photocopies of Library materials; title reserve requests; or the use of audio-visual materials, films and records.

Disclosure of such records shall be limited to Library personnel when necessary for the proper operation of the Library; further, disclosure is only to be provided upon the request or consent of the patron/user or pursuant to subpoena, court order or 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.

All inquiries relating to the disclosure of Library records are to be directed to the Library Director and his/her designee and subject to review by the Library's counsel.

Adopted: 2/21/96