



CONFIDENTIALITY OF LIBRARY RECORDS POLICY

Policy# ESCML.102.ADM

Revision Approved: 05.20.2026

1. Purpose/Summary

The Emma S. Clark Memorial Library ("Library") complies with Section 4509 of the Civil Practice Law and Rules ("CPLR") regarding the confidentiality of certain library records and follows the statutory procedures for obtaining any such records under CPLR §2037.

2. Definitions

- **Confidential Library Records** means 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.

3. Scope or Use

This policy applies to all Library patrons, employees, trustees, officers, contractors, consultants, and third-party vendors.

4. Confidentiality

Confidential Library Records shall not be disclosed to anyone, except to the extent necessary for the proper operation of the Library. Such records shall be disclosed only upon request or consent of the patron/user or pursuant to subpoena, court order, or as otherwise required by statute.

All inquiries relating to the disclosure of Confidential Library Records are to be directed to the Library Director and their designee and subject to review by the Library's counsel.

References:

New York CPLR § 2307

New York CPLR §4509

Artificial Intelligence (AI) Governance and Use Policy

Computer and Internet Use Policy

Library Behavior Policy