

## CONFIDENTIALITY OF LIBRARY PATRON RECORDS

Approved by the Nyack Library Board of Trustees, May 5, 2003

The Nyack Library supports every patron's right to have his or her library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, participation in library sponsored programs, use of computer and Internet Services, record of library visits, and/or any data that contains information that links a specific patron to specific materials or services used. Each patron has individual control over his or her borrower's card and presentation of the card permits access to information about the borrower's current circulation record. Except during the actual period of transaction (circulation, maintenance of record on unpaid fines, reservation of materials), the library will not maintain a record of specific transactions. When no longer needed for library administration purposes, records will be expunged.

No information will be released to any person, agency, or organization, except in response to a valid court order, subpoena or warrant properly presented to the library administrator.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their assigned duties. By separate action, the Nyack Library has endorsed the recommendations of the American Library Association's *Policy on Confidentiality of Library Records* and the ALA's *Statement on Intellectual Freedom-Libraries: An American Value*.

*Adopted May 5, 2003*

### New York State, Civil Practice Law Article 45

§ 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.