

PALISADES FREE LIBRARY
CONFIDENTIALITY OF RECORDS

POLICY:

The choice of books and other library materials and the use of the informational resources of the library are essentially an individual's private matter. It is the intent of the Board of Trustees of the Library to maintain the confidentiality of registration, use patterns, and borrowing records of those using the library, as required by state and federal laws.

Because the Trustees recognize that on occasion patrons desire accommodation to special circumstances, the Library will attempt to make those accommodations when possible within the law.

PRACTICE:

The following guidelines will normally prevail:

Library staff will not divulge patron registration information or borrowing records to local, state or federal authorities or to any group, agency, corporation, or institution without a duly executed order or court-ordered subpoena.

Library will not divulge patron records to a third party except:

- For overdue records of a youth under 18 years for which a parent/guardian is held financially responsible;
- To a family member with clear identification picking up reserve materials on hold for another immediate family member;
- To a parent/guardian with clear identification seeking a record of current titles borrowed by a child under 12 years;
- Under the unusual circumstances such as illness and at the request of and for the convenience of a borrower.

Further, library staff will not divulge the library's records pertaining to reference queries; title records; reserve requests; the number of questions asked by a patron; computer search information; or the frequency or content of a patron's lawful visits to the library or any other information supplied to the library without a court order or a court-ordered subpoena.

Upon presentation of a valid court order or court-ordered subpoena, the library director will consult with the library's attorney to determine the avenues of relief available from the order until such time as proper showing of good cause has been made in a court of competent jurisdiction.

Public access to general library records is governed by the Freedom of Information laws of the State of New York and United States.

Passed by the Board of Trustees November 10, 1999