

**Tuxedo Park Library**  
**Privacy and Confidentiality of**  
**Library Records**



The Tuxedo Park Library is committed to maintaining and protecting the privacy and confidentiality of our patrons and their activity on the premises. We uphold Section 4509 of the *State of New York Civil Practice Laws and Rules*, which states:

§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 the 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.

All Library employees are advised that library records shall not be made available to any agency of state, federal or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

The Library will resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Adopted by the Board of Trustees, March 14, 2007

# Tuxedo Park Library

## Disclosure of Library Records

### Consent Form



The Tuxedo Park Library is committed to maintaining and protecting the privacy and confidentiality of our patrons and their activity on the premises. We uphold Section 4509 of the *State of New York Civil Practice Laws and Rules*, which states:

#### §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 the 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.

To that end, any library patron who wishes to allow family members or care givers access to their library record, including but not limited to, information about holds placed, items checked out, and due dates, or ability to pick up reserved items, must complete the information below.

I give the Tuxedo Park Library permission to release my library circulation information, including placing and picking holds, titles held, due dates, etc., to the individuals listed below. Only authorized individuals will be allowed access to your library record information.

Name \_\_\_\_\_ Barcode \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please list the names, addresses and telephone numbers of the authorized individuals:

---

---

---

Adopted by the Board of Trustees, March 14, 2007

