

CONFIDENTIALITY OF LIBRARY RECORDS

New York State Law

Civil Practice Laws and Rules

Section 4509 Library Circulation 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.

CONFIDENTIALITY OF RESERVES POLICY

All reserves must be checked out with the library card of the individual who placed the hold(s) or requested the item(s), regardless of who is picking up the item(s).

Adopted by the Board of Trustees
October 19, 2009