

POLICY
CONFIDENTIALITY OF LIBRARY RECORDS
Newfield Public Library

The Newfield Public Library's circulation records and any other records that identify and relate the name of the library users with specific materials are confidential. Such records will not be made available to any individual, agency of the state, federal, or local government except pursuant to a subpoena from a court of law or court order, per New York State Civil Practice Law noted below.

It is the Board of Trustees position to make sure that all employees, volunteers and trustees adhere to this policy unless use pertains to library business.

See Appendix A for Limited Waiver of Confidentiality

CONFIDENTIALITY LAW

S 4509. **Library (circulation) records:** (Records related to the circulation of library materials) 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 photo-copies 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 pursuant to subpoena, court order or where otherwise required by statute.

Appendix A
Limited Waiver of Confidentiality

The trustees recognize that on occasion patrons desire accommodations due to special circumstances. The library will make those accommodations as long as there is a signed patron waiver on file.

Limited Confidentiality Waiver

I _____ grant permission for _____
to

- Check books out on my library account
 - Pick up library books checked out on my account
- I will not hold Newfield Public Library legally responsible for fines accrued on my account

I understand I may rescind this permission at any time.

Signature _____

Date _____