



## **CONFIDENTIALITY OF LIBRARY PATRON RECORDS POLICY**

**Need for this policy:** So that all involved may have a clear understanding of the extent and limitations of the Library's protection of the privacy and confidentiality of its patrons. The Town of Esopus Library ensures they follow the practices of the American Library Association (ALA) Code of Ethics, Article III, Chapter 112, Laws of 1988 and will also support the rights and privacy of our patrons with the Civil Practice Laws and Rules Section 4509 Library Records.

### **Procedure:**

Library records include but are not limited to patron registration records, circulation records, attendance records for library sponsored programs, records of computer use or reference services, or any other data linking a particular patron to specific library services or material.

Patrons have control over their library cards. Presentation of a valid library card will allow the patron whose name appears on the card access to information about the current circulation record of that patron. A person presenting the library card of a friend or family member may check out items on the card with authorization from the cardholder. However, no information from that library record may be given by library staff to a third party without documented consent. Exceptions to this policy may include minor children or adults with special needs. The information contained in the patron record belongs to the library listed as the home library. While other libraries have access to that data, no other library can use that data for anything other than library transactions. The home library can use the information for library mailings. In addition, the Library may choose to make this information available to the Friends of the Library or the Library Foundation. Patrons may ask to be removed from any or all of these mailing lists.

No information from library records will be released to any person, agency, or organization, except in response to a valid court order or subpoena properly represented to the Library Director or the Director's representative (see Law Enforcement Inquiry Policy). Nothing in this policy shall prevent Library staff from using library records in the administration of their regular duties. When no longer needed for administrative purposes, records will be destroyed.

**Responsibilities:** It is the responsibility of the Director and his/her staff to enforce this policy.

Adopted by the Board of Trustees: January 26, 2011

Revised by the Board of Trustees: November 20, 2013

Revised by the Board of Trustees: January 28, 2015