



## **CONFIDENTIALITY OF LIBRARY RECORDS**

The Board of Trustees of Lee-Whedon Memorial Library acknowledges the importance of confidentiality of all library transactions involving library users and that the Library has the responsibility of protecting the rights and privacy of our patrons in accordance with NYS Law 4509.

Civil Practice Laws and Rules Section 4509 Library Records (signed into law June 13, 1988) states: "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 of 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."

The parent or guardian of a minor assumes responsibility for deciding appropriate use of library materials and electronic resources for their child. The library is prohibited from revealing a minor's borrowing history to their parent or guardian without the minor's express verbal consent for children 10 and over. This corresponds with our unattended children policy that requires a parent or guardian be present with any child under the age of 10.

The Board recognizes that it is only through continued public confidence in the fact that these guidelines are being upheld that the public can maintain its confidence in the public library.

*Amended 11/2022*

*Amended 1/2017*

*Adopted 10/29/2007*