

CONFIDENTIALITY OF LIBRARY RECORDS

The Middle Country Public Library acknowledges the requirements of the provisions of §4509 and §2307 of the NY Civil Practice Law and Rules pertaining to the confidentiality of "library records which contain names or other personally identifying details" pertaining to the users/patrons of the Middle Country Public Library; and the legal process required to be invoked to obtain the production of any records disclosing "names or other personally identifying details regarding the users of the Library."

Maintaining the confidentiality of patrons of the Library is to be safeguarded by providing for the non-disclosure of records including those related to the circulation of Library materials; computer database searches; inter-Library loan transactions; reference queries; requests for photocopies of Library materials; title reserve requests; or the use of audio-visual materials, films and records, and such other sources of information that would disclose patron identity.

Disclosure of such records shall be limited to Library personnel when necessary for the proper operation of the Library; further, disclosure is only to be provided upon the request or consent of the patron/user or pursuant to subpoena, court order or where otherwise required by law.

Records shall not be made available to any individual or entity, including any agency of the federal, state or local government except pursuant to a duly authorized *Subpoena Duces Tecum* upon such terms as are provided within the duly issued *Subpoena*.

No member of the staff other than the Director or the Director's designee is authorized to respond to any form of judicial process or to provide any patron-specific or Library-business information, in writing or oral form, to law enforcement personnel or other persons. All inquires relating to the disclosure of Library records are to be reviewed by the Library's counsel.

*Adopted December 13, 1995 by the Board of Trustees of the Middle Country Public Library
Revised November 12, 2003; April 18, 2023*