

Phillips Free Library

Confidentiality of Library Patron Records

In compliance with New York State Civil Practice Law and Rules 4509, the records of the library cardholders are confidential. 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 materials.

Patrons have control over their library cards. Presentation of a valid library card will allow the patron whose name appears on the card (or the parent/legal guardian in the case of a minor child) 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 that card with authorization from the cardholder. However, no information from that library record may be given by library staff to a third party.

No information from the library records will be released to any person, agency or organization, except in response to a valid court order or subpoena, properly presented to the library Director or the Director's representatives.

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 expunged.

Approved by the Phillips Free Library Board of Trustees on May 17, 2021.