

**Fort Edward Free Library
Policy Manual
Confidentiality Policy**

The Board of Trustees of the Library recognizes that its circulation records and other records identifying the names of library users to be confidential. The New York State Confidentiality Law protects the privacy rights of library users. This law prohibits the release of any information revealing the name of a person and his/her library use without a properly executed subpoena from a court of law.

All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations and will not be disclosed to others unless pursuant to a subpoena or court order, or where otherwise permitted by law. This policy applies to all resources regardless of their format or means of delivery as well as to all services offered by the library.

The library director will forward any law-enforcement request for patron information to the Board of Trustees who will refer the matter to an attorney. Under no circumstances will library staff release the name of a patron who has an item checked out, or other identifiable information of library users.

Confidentiality of library records is governed by New York CPLR 4509 (see Appendix D).

Adopted: January, 2015