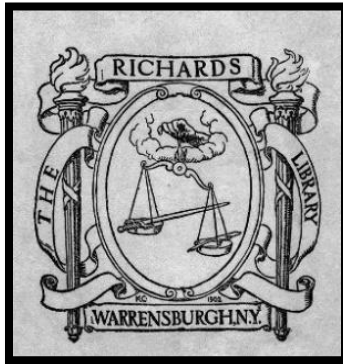


# The Richards Library Policies



## Privacy and Confidentiality of Library Records

The following are rules and regulations approved by The Board of Trustees of The Richards Library. These are effective 1 December 2020 and will be reviewed bi-annually.

The Richards Library protects the privacy of records and the confidentiality of patron library use as required by law. New York Civil Practice (CVP) Law & Rules § 4509 states:

*“**Library records.** 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 or 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.”*

Therefore, New York public libraries cannot disclose information from a library user’s records except:

1. Upon Request or Consent of the User;
2. To The Extent Necessary for the proper Operation of the Library;
3. Pursuant to Subpoena, Court Order or Where Otherwise Required by Statue.

### Library Records Include:

Circulation records; Workstation logs; Security video; Information sought or received; Materials consulted, bought, or acquired; Database search records; Interlibrary loan records; Program registration information; Sign-up sheets; Material complaint forms; E-mails; Voicemails **OR** any other such records, with personally identifiable uses of materials, facilities, programs or services that may be accumulated.

The library may disclose information to cooperating libraries to assist patrons and provide for interlibrary loans.

Parents or guardians requesting records of children under the age of 18 may be asked to provide proof of custodial authority. Requests will be complied with as soon as practicable. Requestors who are denied may appeal to the Richards Library Board of Trustees.

If there is cause to believe that a criminal act has been committed on library property or with library resources, the library will cooperate with law enforcement authorities to obtain patron consent or a court order for release of privileged library records for criminal investigation and prosecution. The library staff will cooperate fully with law enforcement to the extent allowed by law.

Summer Reading: Participants in NYPL's Summer Reading program should be aware that information that is provided by participants may be accessible by teachers at Warrensburg Central Schools. In addition, certain participants in the Summer Reading program may be invited to attend special events (e.g., events for students who have read the most books, etc.) Personal information of these participants may be shared in connection with such invitations and events.

Written parental consent for use of identifiable photos of children under the age of 18 will be obtained before said photos are published or publically displayed.

**Reformatted, Revised, Reviewed and Approved by the Board of Trustees  
1 December 2020**