

## **CONFIDENTIALITY OF RECORDS OF LIBRARY USERS**

Library records, which contain names or other personally identifying details regarding the users of the Library, 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 as otherwise required by statute.

Reference: Civil Practice Law & Rules Section 4509

Reference: Public Officers Law (Freedom of Information Law) Section “84”, *et seq*

Adopted: March 30, 2021