



## Marcellus Free Library

<b>Policy Name:</b>	<b>Patron Confidentiality</b>		
<b>Section #:</b>		<b>Section Title:</b>	<b>Circulation</b>
<b>Adopted:</b>	<b>6/6/2019</b>	<b>Reviewed:</b>	

1. **Policy Statement:**

Privacy and confidentiality protections are part of library procedures. The Library protects the privacy and confidentiality of both children and adults.

2. **Resources:**

NY CLS § 4509 (2001).

3. **The Policy:**

Confidentiality of library records is addressed in NY CLS § 4509 (2001). The library collects only personally identifiable information about users that is needed for the functioning of the library. The library retains personally identifiable information about users only as long as it is needed for such library functions.

The library does not disclose or distribute users' names, postal addresses, e-mail addresses, phone numbers, borrower records, computer use records or other personal information to outside parties unless required to do so pursuant to subpoena, court order or where otherwise required by law, or needed for the proper functioning of the library. The library will examine any such process, order, or subpoena to determine that a proper showing of good cause has been made in a court of competent jurisdiction.

The Marcellus Free Library Board of Trustees endorses "Privacy: An Interpretation of the Library Bill of Rights" amended by the American Library Association Council July 1, 2014.