

BETHELEHEM PUBLIC LIBRARY

CONFIDENTIAL RECORDS POLICY

Policy adopted by the Board of Trustees July 10, 1972

Policy amended May 14, 1990

Policy revised December 16, 1996

Policy revised November 16, 1998

Policy reviewed and approved October 12, 2010

The ethical responsibility of library employees, as well as New York State law (*New York Statutes, Civil Practice Law and Rules, 4508*), protects the privacy of library users. Records related to the circulation of library materials, the patron database, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials shall be confidential and library employees shall not disclose them except to the extent necessary for proper library operation, upon request or consent of the user, pursuant to subpoena or court order, or where otherwise required by law.