

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

Policy revised June 12, 2017

Policy revised and approved April 17, 2023

The privacy of patron information and use of Library services is protected by New York State law (*New York Statutes, Civil Practice Law and Rules, § 4509*). Records related to the circulation of Library materials, 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. Release of confidential records may take place under the following conditions:

1. To the extent necessary to ensure proper Library operations
2. Upon request or consent of the user
3. To comply with a lawfully issued subpoena or court order, or where otherwise required by law.

Special Note: Records of video surveillance cameras placed inside and outside of the Library are not considered confidential records and may be released upon request of law enforcement officials.

Revision by Policy Committee – 3/2/23

First Read 3/13/23

Second Read 4/17/23