



## Confidentiality of Library Records Policy

The **purpose** of this policy is to identify records that are confidential and the procedure necessary to release and protect such records.

The Lansing Community Library's circulation records and any other records that identify and relate the name of library users with specific materials are confidential.

Such records will not be made available to any agency of state, federal, or local government except pursuant to a subpoena from a court of law or court order, per New York State Civil Practice Law noted below.

### **New York State Civil Practice Law & Rules 4509, Chapter 112, Laws of 1988:**

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.

#### **Revision History**

<b>CHANGES</b>	<b>APPROVED BY</b>	<b>DATE</b>
Approved	BOT	08/28/2019
Reviewed & revised	Policy Committee	3/9/2022
Approved	BOT	3/23/2022