WadsworthLibrary

PATRON CONFIDENTIALITY POLICY

The Wadsworth Library is committed to protecting patron confidentiality, including the borrowing information of patrons, and their right to access information that is controversial, sensitive or personal.

Pursuant to New York State Civil Practices Law and Rules Article 45 §4509, all Library records that identify library usage, types of materials used, or personal information about individuals are confidential in nature. Under no circumstances shall Library staff provide information of any kind about an individual Library user.

No Library records shall be made available to the public, press, or governmental agency, except by such process, order, or subpoena authorized by federal, state, or local law, or upon the written consent of the Library user.

Only authorized library staff will have access to confidential information.

New York State Civil Practices Law and Rules Article 45 §4509

> *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.*

The Patron Confidentiality Policy will be periodically evaluated in relation to all local, state, and federal laws and regulations as well as the American Library Association Code of Ethics and ALA Library Bill of Rights by the Wadsworth Library Director and Board of Trustees.

Questions or concerns regarding the Wadsworth Library or this policy should be forwarded to the Director.

Policy Adopted: January 16, 2003
Policy Revised: January 8, 2009; May 10, 2018: February 8, 2024