

Confidentiality of Patron Records

Policy 1.11

I. In compliance with New York State Civil Practice Law and Rules, Section 4509, Library records that contain names or other personally identifying information about Library patrons will be confidential and will not be disclosed, except:

- A. where necessary for the proper operation of the Library,
- B. upon request or consent of the patron,
- C. where pursuant to subpoena or court order, or
- D. where otherwise required by statute.

II. Patron Records

- A. **Registration Cards.** When patrons request a Library card, they submit a registration card with personally identifiable information. Registration cards are used exclusively by Library staff during the normal course of Library operations. They are kept in a secure location at the circulation desk, accessed as needed and returned immediately.
- B. **Electronic Records.** The Hyde Park Library is part of the Mid-Hudson Library System, which governs and protects patrons' circulation records on its servers. The Hyde Park Library does not collect or electronically store any personally identifiable information about Library patrons.

III. Practices for Staff

- A. The Library staff will not comment on patrons' choice of material and will respect the privacy of all patrons.
- B. A person presenting the library card of a friend or family member may check out items on that card with written authorization from the cardholder. However, Library staff will not give information from that cardholder's Library records to a third party.
- C. Any subpoena, court order or other request for information regarding any Library patron must be referred immediately to the Library Director or the Library Director's designated representative. Specific guidelines for responding to requests for Library records, including user information, are listed in the Library's Procedures Manual and will be followed in all circumstances by Library staff.
- D. Nothing in this policy will prevent Library staff from using Library records in the administration of their regular duties.

Approved July 23, 2009; supersedes Patron Privacy Policy and Procedures, Policy 1.8, of September 21, 2006. Amended October 18, 2022.