

## Cheney Library Policy Confidentiality of Library Records

**MISSION STATEMENT:** Cheney Library of Hoosick Falls, NY connects people pre-school through maturity with information, ideas, and experiences which provide enjoyment, enrich lives, and strengthen our community.

Cheney Library respects the privacy and confidentiality of all library customers regarding information related to the use of the library.

Under New York State law, library records that contain names or other personally identifying details or records shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for 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. These library records shall be the following:

- 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 digital records),

The Library Director or his/her designee is the sole library representative authorized to receive and comply with requests for those library records which are protected by law.

Library staff and volunteers are required to refer any requests for records or information relating to records to the Library Director or his/her designee.

Cheney Library does not make library records available to any person or any agency of state, federal, or local government unless a subpoena, warrant, and/or court order is issued pursuant to law.

Before complying with any such requests, the Library's legal counsel may be consulted to determine the proper response.

**Reviewed and Approved by the Board of Trustees of Cheney Library:**

**1<sup>st</sup> Reading: July 24, 2018**

**2<sup>nd</sup> Reading: October 9, 2018**

**Revised by Cheney Library Board of Trustees: October 9, 2018**