

Dover Plains Library
Confidentiality of Library Records Policy

In compliance with New York State Civil Practice Law and Rules, Section 4509 included below, the Dover Plains Library protects the privacy and confidentiality of its patrons and staff. All library records relating to an individual patron's use of the library and its resources are confidential. These records may be used by library staff in the course of carrying out library operation. Whether those records are in print, film, electronic or some other format, the records shall not be released or made available to a federal agent, law enforcement officer, or other person unless a valid court order or subpoena has been provided to the Library Director or an approved representative, or has been requested with the consent of the library user. Such disclosure by court order or subpoena will only be made by the Library Director or an approved representative in consultation with legal counsel.

New York State Civil Practice Law and Rules, Section 4509

§ 4509. 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.

Approved by the Board of Trustees 2/1/2012