

## Fenton Free Library

### Privacy and Confidentiality Policy

**Adopted:** 01/25/2022

**Revised:** 01/14/2022

**Approved by:** Library Board of Trustees

#### Reason for Policy:

The Fenton Free Library respects the right of privacy of all its customers regarding the use of this Library. The Fenton Free Library is committed to protecting the privacy of its staff, donors, patrons, and other contacts. To make full and effective use of library resources, people must be confident that others will not become aware of what books they read, the materials they use, the questions they ask, or any other personal information they may share.

#### Policy Statement:

All library records that identify patrons by name are strictly confidential, and access to them is limited to staff for legitimate library business. Such records will not be made available to any individual or to any agency of local, state or federal government, except with the explicit permission of the patron in question or pursuant to a subpoena, court order, or search warrant.

The library recognizes that all circulation records; records identifying names of users with specific materials; and all library registration files identifying names, addresses, and telephones with a library-assigned registration number, are confidential. Library records and information may only be disclosed in the following circumstances:

For the purpose of collecting fines or recovering overdue books, documents, films, or other items or materials owned or otherwise belonging to the library only, the library may disclose information to;

1. The library patron named in the records
2. In the case of a library patron less than 16 years of age, the parent or guardian of that patron named in the records
3. Any entity that collects fines on behalf of the library
4. Municipal or county law enforcement officials
5. Judicial officials

Additionally, patron telephone numbers in registration records are utilized in contacting the patron regarding a library service they have requested or to receive automated hold and overdue notices. Mailing addresses are used to send letters regarding information directly related to library services and programs. Such addresses and numbers are not used for any other purpose and are not sold to outside parties and patrons who have supplied their e-mail address as part of their registration record may receive notices by e-mail. The Library will use e-mail addresses within the patron's record only for library business.

**Discussion of patron information that has been given privately to library staff members or volunteers shall not be shared amongst other staff members, volunteers or any members of the library community. This includes any information discussed or observed during programming, events or other library sponsored occasions. This information shall not be discussed in or outside of the library to maintain confidentiality and trust amongst our patrons.**

Scope:

All staff members and volunteers must support this policy of confidentiality and comply by the guidelines listed above.

References:

This policy is based on recommendations of the American Library Association and New York State Law (NY CPLR - 4509), which states; 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.

Attestation:

I have read and understand the above policy and will abide by the aforementioned guidelines. If I have any questions, comments or concerns I will address them with the Library Director.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_