

Berne Public Library (BPL)

Category: Circulation

Policy Title: Library Records Confidentiality Policy

Application: Director, Staff, Library Board of Trustees'

New York State Confidentiality Law

"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 pertaining to the circulation of library materials, film 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."

From: *New York Consolidated Laws: Civil Practice Laws and Rules Section 4509.*

In support of this law, the Berne Public Library will

1. Release patron information to a third party only upon receipt of a process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power, and the advice and support of the Town of Berne attorney.
2. Issue a bar coded library card to each patron.
3. Avoid creating unnecessary records.
4. Avoid retaining records not needed for the fulfillment of its mission.
5. Not engage in practices that might place private information on public view.
6. Not use postcards for reserve notices, bills or overdue notices.

Policy Adopted: 10/14/2010

Revised: 08/10/2017

Revised: 12/2023