

## *Pine Plains Free Library*

### **VII. Confidentiality Policy**

The Pine Plains Free Library Board of Trustees recognizes under the law of New York State that all members of the public are entitled to unrestricted private use of the informational resources of the Library. It is the responsibility of the Library, the staff and the volunteers working on its behalf to make every reasonable effort to see that information about the patrons and their library activities and choices remain confidential. This will allow people to make full and effective use of library resources without being constrained by others potentially learning of their usage.

Therefore, the Board of Trustees of the Pine Plains Free Library has endorsed the following guidelines concerning the disclosure of information about library patrons of any age:

No information will be disclosed regarding or including:

1. A patron's name (or whether an individual is a registered borrower or has been a patron).
2. A patron's address.
3. A patron's telephone number, fax number or e-mail address.
4. A patron's borrowing record and its contents.
5. The number or character of reference questions asked by a patron.
6. The frequency or content of a patron's lawful visits to the library.
7. The information supplied to a patron.
8. The library's circulation records and their contents will not be released without a presentation of a court order or subpoena unless the cardholder has provided written consent in person to library personnel.

Records may be disclosed in the following instances:

1. When necessary for reasonable operation of the library.
2. Upon written consent of the user.
3. Pursuant to subpoena, upon court order or where otherwise required by law.

Adopted on Nov. 13, 2007

Reviewed: Oct. 11, 2013

### **Employee & Volunteer Acknowledgment**

I have read and agree to comply with the Confidentiality Policy of the Pine Plains Free Library.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)