

CATEGORY: ADMINISTRATIVE  
POLICY TITLE: Confidentiality of Library Records (New York State Law)  
FIRST ENDORSED: Oct 2013  
LATEST ENDORSEMENT: Dec. 5, 2024  
APPLICATION: Trustees, Director, Staff, and Volunteers  
RESPONSIBILITY: Trustees, Director and Staff

## **Confidentiality of Library Records**

New York State Civil Practice Law & Rules 4509, Chapter 112, Laws of 1988: 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.