

MPPL: Policy on Confidentiality of Library Records

Mount Pleasant Public Library: Policy on Confidentiality of Library Records

The Mount Pleasant Public Library specifically recognizes its circulation records and other records identifying the names of users to be confidential in nature.

Such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of federal, state or local law which relates to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Library staff receiving a request to examine or obtain information relating to circulation or other records identifying the names of library users will immediately refer the request to the Library Director, or the highest responsible librarian, in her absence.

The Director, upon receipt of such process, order, or subpoena, shall consult with the library attorney to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.

If the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured before any records are released.

Any threats or unauthorized demands concerning circulation and other records identifying the names of library users shall be reported to the library attorney.

Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the Library Director.

**Approved by the Library Board of Trustees,
June 18, 1999**

APPENDIX TO POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

New York State Civil Practice Laws and Rules S.4509

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 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.