

North Chatham Free Library  
**Confidentiality of Patron Records**

The North Chatham Free Library Board of Trustees follows the New York State Confidentiality Law to protect the privacy rights of library users. This law prohibits the release of any information relating the name of a person and his/her library use without a properly executed subpoena from a court of law. Under this law, librarians cannot:

1. Tell a third party whether a person has a library card
2. Write the name of a borrower on a book card which is placed in the book
3. Tell a parent what his/her child has borrowed, even if it is overdue
4. Reveal the nature of someone's reference question to another person

This law makes it quite clear that a person's library use habits are strictly private: there are not exceptions for children or anyone else. It applies to every library in the state, without exception. All library personnel should be aware of this.

Approved by Library Board 11-8-2018