

## Confidentiality of Patron Records

The North Chatham Free Library supports and complies with the New York State Civil Practice Laws and Rules section 4509, Library Record.

The Library shall keep confidential and will not disclose library records which contain names or other personally identifying details regarding the users of the North Chatham Free Library or any part of the Mid-Hudson Library System 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 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.

### **Under this law, staff cannot:**

- Tell a third party whether a person has a library card.
- Tell a parent what his/her child has borrowed, even if it is overdue. (Parents who wish to track materials their children have checked out should check out items on their own account.)
- Reveal the nature of someone's reference question to another person.

### **Patron Information**

The information in a patron record is the property of the library that is listed as the home library. While other libraries have access to the data, no other library can use that data for anything other than library transactions. The home library can use the data for library mailings. The library can allow the Board of Trustees to also use the patron data, but information will not be given to any other organization.

*Revised and Approved 4/9/2025*