

Confidentiality of Library Records

The Kent Public Library is committed to user confidentiality.

Under New York Civil Practice Law and Rules § 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.....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.” Confidentiality extends to, but is 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. Circulation, registration information, and information retrieval records may not be disclosed except to:

- The cardholder
- Staff of the Mid-Hudson Library System acting within the scope of their duties in the administration of the library system and in facilitating interlibrary loans.
- Persons authorized by the cardholder to access the individual's records or, for minor children, the parent/guardian listed as the co-holder of the library card.
- Representatives of any local, state, or federal government, pursuant to subpoena or search warrant authorized under the authority of federal, state, or local law relating to civil, criminal, or investigative power. Upon receipt of any such subpoena or search warrant, the Library Director will consult with legal counsel to determine if the subpoena or search warrant is in proper form and if there is a valid basis for its issuance before providing confidential information. NOTE: The USA PATRIOT ACT still requires a subpoena for access to library records.

The Kent Public Library will not sell, share or otherwise let any organization outside the library system have access to a patron’s personal information, except to comply with law enforcement if we receive a valid subpoena or search warrant. Our website contains links to other sites. The Kent Public Library is not responsible for the privacy practices of other sites, which may differ from the

practices described in this policy. We encourage patrons to become familiar with the privacy practices of other sites they visit, including those linked from our site.

Approved by the Kent Library board on Jan. 17, 2023

Review Cycle: every 5 years