



Confidentiality of Library Records Stephen B. Luce Library Procedures

NEW YORK CONSOLIDATED LAWS CIVIL PRACTICE LAW AND RULES

ARTICLE 45. EVIDENCE

NY CLS CPLR § 4509

§ 4509. 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.

02/03

Confidentiality and Ethics – Stephen B. Luce Library:

All library users deserve equal consideration and respect for their requests for library service. Library staff will seek to carry out the mission of the library in a way that provides optimum service to all.

1. Library staff recognizes the confidentiality rights of library patrons. As a result, library staff will not reveal the identity of people using library materials to a third party nor will library staff reveal the items checked out on another patron's card. All requests for information will be considered confidential and such requests will never be discussed with a third party, except with another librarian for the purpose of answering the question.

Any legal inquiries from city, state or federal authorities must be directed and delivered to the Chief Librarian.

Staff members will respond to inquiries with the best factual information available but will refrain from offering personal opinions or advice in response to queries. In particular, library staff may direct patrons to sources of consumer information, but they will not recommend products or services.