



## **Confidentiality of Library Records Policy**

The Sanborn-Pekin Free Library respects the privacy and confidentiality of all library customers regarding information related to the use of the library

Under State law, library records which contain names or other personally identifying details regarding the users of the public libraries, including but not limited to records related to the circulations of library materials, computer databases searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests or the use of audio-visual materials, files or records, shall be confidential and shall not be disclosed except to the extent necessary for the proper operation of the library or upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by legal statute.

The Library Director or his/her designee is the sole library representative authorized to receive and comply with requests for those library records which are protected by law. Library staff and volunteers are required to refer any requests for records or information relating to records to the Library Director or his/her designee. The Sanborn-Pekin Free Library does not make library records available to any person or agency of state, federal or local government unless a subpoena, warrant, or court order is issued pursuant to the law. Before complying with any such requests, the Library will consult with legal counsel to determine the appropriate response.

Inquiries regarding this policy should be made to the Library Director, Sanborn-Pekin Free Library, 5890 West Street, Sanborn, NY 14302.

Policy Adopted: November 17, 2016