



# **Brunswick Community Library**

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### **Confidentiality of Library Records Policy**

#### Policy:

Circulation records and other records identifying the names of library users shall be kept confidential as required by New York Law: Civil Practice Law and Rules section 4509

#### Procedure:

- 1) Librarians and library employees shall not make such records available to any individual or group or state agency, federal or local government except pursuant to such process, order or subpoena as may be authorized by and pursuant to federal state or local law relating to civil, criminal or administrative discovery procedures or legislative investigative power.
- 2) Upon receipt of requests for records identified above, the Library Director will consult with library legal counsel to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance.
- 3) Librarians and library employees will not release the records requested until it has been clearly established that the appropriate process, order or subpoena is in proper form and that there is a showing of good cause for its issuance.

Approved: August 20, 2002  
Reviewed: November 2014