



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 any library records, as defined in CPLR 4509, available to any individual or group or state, federal or local government, or its representatives, except pursuant to a court order or subpoena, or as mandated by and pursuant to federal, state, or local law.
- 2) If a law enforcement officer requests library records or information about a library user or staff member, library employees shall:
 - a) Ask for the officer's identification;
 - b) Inform the officer that the Library Director is the individual authorized to respond to requests for records and information, and that library policy requires all library employees to refer the officer to the Library Director;
 - c) Refer the officer to the Library Director. In the event that the Library Director is unavailable, the employee shall contact the President of the Library Board of Trustees.
- 3) Upon receipt of requests for records identified above, the Library Director will consult with library legal counsel and the President of the Board of Trustees to determine if such order or subpoena is in proper form and if there is a showing of good cause for its issuance.
- 4) Librarians and library employees will not release the records requested until the Library Board of Trustees has determined that the court order or subpoena is in proper form and that there is a showing of good cause for its issuance.

Approved: August 20, 2002 Reviewed: March 25, 2025