

Guernsey Memorial Library	Section #	
Manual Name Library Policy Manual	Date Issued: 3/12/10	Subsection
Section Confidentiality of Library Records	Date Revised: 1/15/2013	Page
<p>General Confidentiality Policy</p> <p>Guernsey Memorial Library patron records are confidential and protected from disclosure by New York State Law NY CLS CPLR § 4509 (2001), which states:</p> <p>“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.”</p> <p>The library circulation system maintains a record of materials currently checked out to patrons. Records of patrons may not be seen or disclosed to anyone other than the person or persons who signed the original library card application.</p> <p>A parent or legal guardian of a minor who has signed the minor’s library card application is financially responsible for the account. The library may disclose circulation information to the adult signer in the event that the minor does not return an item, accrues fines, or causes damage to an item.</p> <p>The Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act) became law on Oct. 26, 2001. Under provisions of the act, the Federal Bureau of Investigation (FBI) and law enforcement officials may seek court orders for Library records for investigations relevant to national security or terrorism. Libraries or librarians served with these search warrants may not disclose, under penalty of law, the existence of the warrants or the fact that records were produced as a result of the warrants. Patrons cannot be told their records were given to law enforcement agencies or that they were the subjects of FBI investigations. Questions about this policy should be directed to:</p> <p style="padding-left: 40px;">Attorney General US Department of Justice Washington, DC 20530</p> <p>Computing Confidentiality Policy</p> <p>The Guernsey Memorial Library’s computer workstations and network are for use by authorized library patrons and staff who are subject to the rules of the Guernsey Memorial Library Internet Policy, the USA PATRIOT Act, and various other laws of government agencies.</p> <p>Guernsey Memorial Library does not routinely inspect, monitor, or disclose information about our computers or networks, but may do so in the course of “plain sight” resource inspection, system management, and maintenance. Computer users are advised that any evidence of criminal activity may be disclosed to or seized by law enforcement and government agencies. Individuals using computer equipment and networks contrary to the Guernsey Memorial Library Internet Policy are subject to the penalties stated in the policy and the laws of government agencies.</p>		
Revision Approved by Board: 3/21/2013		