

## **UHLS Confidentiality of Library System Records Policy**

The Upper Hudson Library System acknowledges the ethical responsibility of library system employees to maintain the confidentiality of library users and library use information and further acknowledges the legal responsibility, as specified in New York State law (*New York Statutes, Civil Practice Law and Rules, 4509*), to protect the privacy of library users and library use information. The law in its entirety reads as follows:

*“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.”*

In accordance with this law, all library use information and all personally identifying patron information shall be maintained as confidential, shall be accessed by UHLS employees only for bona fide UHLS operational purposes and shall not be disclosed except: (1) to the extent necessary for proper system operation; (2) upon request or consent of the individual whose information is being sought; (3) pursuant to valid subpoena or court order; and/or (4) where otherwise required by law.