Confidentiality of Library Records

Confidentiality of library records is necessary to protect our First Amendment rights, a core value of libraries of all types. Without confidentiality about our viewing and reading, our freedom to view and read constitutionally protected speech is curbed and strength as a democratic institution is diminished.

In keeping with the Consolidated Laws of New York State (Civil Practice Laws and Rules, Sec. 4509) and the core values of librarianship, the library will hold all library records and inquiries confidential.

For people to make full and effective use of library resources, they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use or the questions they ask. Therefore, the library's Board of Trustees have adopted the following guidelines concerning disclosure.

No information regarding or including:

1. A patron's name (or whether an individual is a registered borrower or has been),
2. A patron's address,
3. A patron's phone number,
4. A patron's email address,
5. A patron's borrowing records,
6. The number or character of questions asked by a patron,
7. The frequency or content of a patron's lawful visits to the library,

Or any other information supplied to the library or gathered by it shall not be given, made available or disclosed to any individual, corporation, institution, government agency or other agency without a valid process order or subpoena. Upon presentation of such, the library shall resist its enforcement until such a time as proper showing of good cause had been made in a court of competent jurisdiction. If the process or subpoena is not in proper form or good cause has not been shown, insistence shall be made that such defects be cured before any records are released.

Adopted by the Library Board of Trustees on 04/30/2026