

## **Confidentiality Policy**

### **Maxwell Memorial Library**

Confidentiality of library records is covered in NY CLS § 4509 (2001).

<https://www.nysenate.gov/legislation/laws/CVP/4509>

Privacy and confidentiality protections are part of library procedures. The library protects the privacy and confidentiality of children as well as adults. All library records relating to an individual patron's use of the library and its resources are confidential. This includes all use of the library including circulation information as well as reference inquiries, technology use, and program attendance.

The library collects only that personally identifiable information about users that is needed for the functioning of the library and its Web site. The library retains personally identifiable information about users only as long as it is needed for library functions. The library does not disclose or distribute users' names, postal addresses, e-mail addresses, phone numbers, borrower records, computer use records or other personal information to outside parties. These records may be consulted and used by library staff while carrying out library operations but will not be disclosed to others except upon the request or consent of the library user, or pursuant to subpoena, court order, or otherwise required by law. The library will examine any such process, order, or subpoena to determine that a proper showing of good cause has been made in a court of competent Jurisdiction.

Under no circumstances will library staff discuss Maxwell patrons or situations or other information with their friends, relatives, or anyone else outside Maxwell Memorial Library. Conversations in public places will be limited to matters that do not pertain to information of a sensitive or confidential nature.

The Maxwell Memorial Library Board of Trustees also endorses "Privacy: An Interpretation of the Library Bill of Rights" amended by the American Library Association Council June 24th, 2019. It can be found here:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy>

Adopted by the Maxwell Memorial Library Board of Trustees on: May 17, 2021

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