

### Library Patron Records Confidentiality

The Deer Park Public Library circulation and registration records identifying names of library users with specific materials are confidential in nature, regardless of age. No individual data or transactions may be divulged to third parties except by court order, New York Civil Practice Law and Rules, Section 4509:

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university 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 audiovisual 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.

The library card issued to you contains confidential patron information. To protect the confidentiality of patron records, the library urges patrons to immediately report lost cards and to refuse others access to their library cards. If you are not carrying your library card, it is possible to access your record with photo identification one time but the library insists the patron have card in hand next time he/she checks out material.

Because the library has no way to verify a person's identity in responding to a telephone request, the library will enter a patron record only with patron's library card number to disclose information as to the number of items checked out, or the number of items overdue. Any specific individual information being requested to be changed by a patron may only be completed in person by a patron with proper identification.

Children's records have the same confidentiality protection under New York Civil Practice Law and Rules, section 4509. Parents may pay fines and receive information as to the number of items a minor child, under 18, has checked out only with the child's card number, (telephone request), and with the child's card at the library. Specific title and reserves are not accessible to the parent/guardian of a minor child. Parents/guardians who do not wish their children's records to remain private should check out materials on their own cards.

While enforcement of the confidentiality policy may occasionally create some inconvenience for library patrons, the Deer Park Library Board of Trustees believe that patrons understand the value of and need for protection of individual rights and privacy in adherence with the law.

Approved, Deer Park Public Library Board of Trustees, February 23, 2011.