

SAYVILLE LIBRARY

ACCESS TO PUBLIC RECORDS

CONFIDENTIALITY

The Sayville Library adheres to the following guidelines concerning the disclosure of information about library users.

No information regarding or including:

- 1) Patron's name
- 2) Patron's address
- 3) Patron's telephone number, fax number or email address
- 4) Library circulation records
- 5) Borrower's records
- 6) Number or character of questions asked by a patron
- 7) Frequency or content of a patron's visits to the Library
- 8) Any other information supplied to or gathered by the library

shall be given, made available or disclosed to any individual, corporation, institution, government agency or other agency without a valid process order or subpoena. The Library Director is the only person authorized to release any information regarding a patron.

The Sayville Library reserves the right to utilize its collected records while in the course of its operations and in cooperation with other public libraries in Suffolk County.

The Director may authorize the release of certain records to the parent or legal guardian of a library patron seventeen years of age or younger in order to facilitate the collection of fees.

All library employees will be informed of this policy and instructed to comply with it.

Approved: 9/10/12