

CONFIDENTIALITY OF LIBRARY RECORDS

Under the authority of NY CPLR § 4509 the Sayville Library adheres to the following guidelines concerning the disclosure of personally identifying details regarding the users/patrons of the Sayville Library:

No information will be disclosed regarding or including:

- 1) User's name
- 2) User's address
- 3) User's telephone number, fax number or email address
- 4) Library circulation records pertaining to users
- 5) User's borrowing records
- 6) Frequency or content of a user's visits to the Library
- 7) Any other information supplied to or gathered by the Library pertaining to a user's accessing of Library resources.

shall be given, made available or disclosed to any individual, corporation, institution, government agency or other agency without a valid court order or subpoena or as otherwise permitted by law. The Library Director (or the Acting Director in the Director's absence) is the only individual authorized to release any information regarding a patron/user.

The Sayville Library reserves the right to utilize its records for the purpose of Library operations.

The Director may authorize the release of user/patron records as authorized by the user/patron or by the parent or legal guardian of a library patron seventeen years of age or younger.

All Library employees will be informed of this policy and instructed to comply with its terms.