



Confidentiality of Library

Patron Records and Patron Privacy

The Round Lake Library supports every patron's right to have his/her library records remain confidential. The library collects only that personally identifiable information about patrons which is necessary to ensure the proper operation of the library and otherwise required for accessing library resources or participating in library functions. Library records include registration data, circulation records, overdue and reserve records, participation in library sponsored programs, record of library visit and/or any data that contain information that links a specific patron to specific materials or services used. Each patron has individual control over his or her borrower's card and presentation of the card permits access to information about the borrower's current circulation record. Except during the actual period of transaction (circulation, maintenance of record on unpaid fines, reservation of materials), the library will not maintain a record of an individual borrower's transactions.

No information will be released to any person, agency, or organizations except in response to a valid court order, subpoena or search warrant properly presented to the Library Director and Board President. Any requests for such information should be referred to the Board of Trustees.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties. By separate action the Round Lake Library has endorsed the recommendations of the American Library Association's policy on Confidentiality of Library Records.

Policies and Procedures Regarding Disclosure of Library Records

The Round Lake Library, being a part of the Southern Adirondack Library System will follow the joint automation counsel of the Mohawk Valley Library System and Southern Adirondack Library System procedures set forth herein:

The Joint Automation Council of Mohawk Valley Library System and Southern Adirondack Library System supports our nation's efforts to preserve and protect the many hard-fought freedoms we enjoy as Americans. We have the responsibility of protecting the privacy of our patrons in accordance with New York State Law.

Therefore, we will do our utmost to uphold the privacy and confidentiality of patrons' free access to information while responding to legitimate security concerns.

Library records, as defined by NYS law 4509¹, should not be released or made available in any format to a federal agent, law enforcement officer or other person unless a court of competent jurisdiction has entered a court order in proper form.

The Joint Automation Project does not record patron usage of database searches, individual member library computer use or interlibrary loan requests for materials outside of the systems. Library records that are not necessary for the proper operation of member libraries and our systems are purged after 30 days.

The Round Lake Library staff will observe the following procedures for the law enforcement officer presents a court order, subpoena, or a search warrant at the library.

Staff who are approached by anyone alleging to be a law-enforcement official requesting information with:

Court Order or Subpoena

1. Do not disclose to that individual any information
2. Read the document
3. Call the Library Director
4. If the Library Director is not available contact the President of the Library Board of Trustees
5. Take law enforcement official's name and badge number

The library's council may review a court order or subpoena before the law enforcement proceeds to enforce it. A search warrant is immediately enforceable.

Search Warrant

1. Call the Library Director, President of the Board of Trustees
2. Read the document
3. Do not interfere with the search
4. Provide information requested but do not suggest alternatives to the requested information
5. Personally retrieve the requested information and supply to the law-enforcement agency. Otherwise, allowing the law-enforcement agency to perform its own retrieval may compromise confidential information that is not subject to the current request.
6. Be aware that the law enforcement agency may be authorized to remove equipment from the library, such as computer hard drives

¹ New York State Law 4509: see appendix



7. Take law-enforcement official's name and badge number

These requests can happen at nonstandard times such as weekends or nights. Library staff and trustees should note that request made under the USA Patriot Act must come from the Federal Bureau of investigation and are not valid from state or local agencies.

Approved by the Board of Trustees 3/4/2003

Reviewed 3/9/2004

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