



Confidentiality of Patron Records Policy

The Warner Library supports and complies with New York State Law (New York State Civil Practice Law & Rules 4508, Chapter 112, Laws of 1988) with respect to the confidentiality of library records. All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of 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. Such disclosure may be made only by the library director in consultation with legal counsel. In certain cases the card holder may give permissions for their records to be accessed by another member of their family, such as a spouse or parent. Such permissions will be recorded on the patron's online record. Patrons can add these permissions into their online account online themselves or in person at the library.

Parents and guardians of minor children should be aware that minors are covered equally under this law. Parents and guardians are not permitted access to their child's records without the child's permission. If a parent or guardian does not want their child's records to remain private it is recommended that the parent check out children's items on their own card.

New York State Civil Practice Law & Rules 4508, Chapter 112, Laws of 1988

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records relating 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 audio-visual 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 the library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.