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CONFIDENTIALITY OF PATRON RECORDS

The Newark Public Library is committed to protecting patron confidentiality, including the borrowing information of patrons, and their right to access information that is controversial, sensitive, or personal.

Therefore, the Newark Public Library's Board of Trustees adopts the following stance on library records per New York State Civil Practice Law and Rules § 4509:

The ethical responsibility of library employees, as well as New York State law, protects the privacy of library users. Records related to the circulation of library materials, the patron database, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials shall be confidential and library employees shall not disclose them except to the extent necessary for proper library operation, upon request or consent of the user, under subpoena or court order, or where otherwise required by law.

The Confidentiality of Library Records will be periodically evaluated in relation to all local, state, and federal laws and regulations as well as the American Library Association Code of Ethics and ALA Library Bill of Rights by the Director and Board of Trustees.

Questions or concerns regarding the Newark Public Library or this policy should be forwarded to the Director.

Adopted by the Newark Public Library Board of Trustees April 9, 2003

Amended: 11/13/2014, 1/11/2024

Reviewed by Policy Committee: 8/13/2020, 12/20/2023