

# **Mamakating Library**

## **CONFIDENTIALITY POLICY**

### **Philosophy**

The Mamakating Library provides open access to materials and information. Library patrons' First Amendment Rights to guaranteed freedom of speech extends to a corresponding right to hear what is spoken and read what is written free from fear of intrusion, intimidation, or reprisal. New York Statute 45098 also insures this freedom. The Town of Mamakating Library District also ascribes to the American Library Association's Code of Ethics which states, "Libraries must protect each user's right to privacy with respect to information sought or received, materials consulted, borrowed or acquired." Only by strictly adhering to the following policy can the confidentiality of patron records, information, and behavior, be preserved to the fullest extent of the law.

### **Policy**

In the event that staff members are approached to divulge confidential information, the following steps will be followed:

1. Record the name, address, telephone number, and any other appropriate information available on the inquirer.
2. Report the request immediately to the Library Director.

Under no circumstances will staff divulge any confidential information regarding or including:

- Patron name, address, telephone number
- Library card holding status
- Any information regarding a patron's library habits or usage

### **Action Taken by Library Director**

All requests and orders will be reviewed in a timely manner. If necessary, the Director will consult with an attorney and respond in an appropriate manner. All requests for the release or disclosure of information will be denied unless the Director has received the named patron's written consent for said release.

### **Court Order for Release of Library Records**

The Library Director shall comply fully with a court order to release or disclose library records or information. Upon receipt of any process, order, or subpoena, the person named and/or served shall immediately report to and consult with the Library Director, Library Board, and legal counsel, to determine if such process, order, or subpoena is proper and in full compliance with proper legal authority.

Adopted 12/2/09  
Mamakating Library Board of Trustees