

NorthEast-Millerton Library's
Library Records Confidentiality Policy

Library records, which contain names or other personally identifying details of this or other Library's patrons, including but not limited to: records related 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 such library and shall be disclosed upon request or consent of the user or by subpoena to the proper authorities.

All library staff and volunteers that may handle library records must sign an agreement that they will be in compliance with the above policy (and thus the law of New York State). Failure to comply with the Library policy could mean termination of employment or volunteer status.