

PRIVACY AND CONFIDENTIALITY OF LIBRARY RECORDS

The Voorheesville Public Library respects the privacy and confidentiality of all library patrons regarding information related to their use of Library services and materials and is committed to protecting that information in accordance with law.

Under New York State law (New York Statutes, Civil Practice Law and Rules, § 4509) library records which contain names or other personally identifying details regarding the users of public libraries, 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 pursuant to subpoena, court order or where otherwise required by statute.

Patrons may opt in by written consent to be photographed at the library during programs or other activities. Separate written consent will be obtained to allow the library to use any photographs for marketing purposes.

The Library Director or their designee is the sole library representative authorized to receive and comply with requests for those library records which are protected by law.

Proposed Procedure:

Library staff and volunteers are required to refer any requests for records or information relating to records to the Executive Director or his/her designee. The Voorheesville Library does not make library records available to any person or any agency of state, federal, or local government unless a subpoena, warrant or court order is issued pursuant to law. Before complying with any such requests, the library's legal counsel is consulted to determine the proper response.

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