

CONFIDENTIALITY OF LIBRARY RECORDS

The New York State Civil Practice Law & Rules, Section 4509, protects the privacy of library users. Records related to the patron database, 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, shall be confidential, and library employees shall not disclose these records except to the extent necessary for proper operation of the library, upon request or consent of the user, pursuant to a subpoena or court order, or where otherwise required by law.

The Library Director or Assistant Director are the only persons authorized to release any information regarding a patron.

The Cold Spring Harbor Library reserves the right to utilize its circulation records and other records identifying library users while in the course of its operations and in cooperation with other public libraries in Suffolk County.

The Director or Assistant Director may authorize the release of certain records to the parent or legal guardian of a library patron seventeen years of age or younger in order to facilitate the collection of fees.

Adopted May 3, 2021

Revised June 1, 2026