

Greenville Library Policy & Procedure Regarding Confidentiality of Library Records And US Patriot Act Policy Compliance

The Greenville Library recognizes and strives to follow the practices of the *ALA Code of Ethics*, Article III, “We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted,” to the fullest extent of our abilities. The Greenville Library will also support the rights and privacy of our patrons with the Civil Practice Laws and Rules Section 4509 Library Records.

New York State Civil Practice Law & Rules 4509, Chapter 112, Laws of 1988:

Library records: Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, 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.

In the event that the Greenville Library is served with a formal and legitimate request by federal and/or state authorities under the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (**USA Patriot Act**) or the Foreign Intelligence Surveillance Act (**FISA**), the Greenville Library Director and Staff will comply with all specified requests.

Procedures:

Attached please find Responding to Law Enforcement Inquiries and Frequently Asked Questions: USA Patriot Act.

Policy adopted by Greenville Library Board of Trustees
March 12, 2008