

RIVERHEAD FREE LIBRARY GENERAL POLICY MANUAL

SUBJECT: CONFIDENTIALITY OF LIBRARY INFORMATION

PURPOSE: To assure the confidentiality of library information

POLICY: Library records shall not be given, made available or disclosed to any individual, corporation, institution, government agency or other agency without consent of the patron or court order unless the Director determines disclosure is necessary for the proper operation of the Library.

PROCEDURE: The information includes:

- Patron's name
- Patron's contact information, including address, telephone and email address
- Library circulation records
- Borrower's records
- Number of character of questions asked by a patron, reference queries,
- Frequency of or content of a patron's visits to the Library
- Computer database searches, inter-library loan transactions,
- Title reserve requests, requests for photocopies of Library materials,
- Use of audio-visual materials, films or records

The Library Director or his/her designee, are the only people authorized to release any patron-specific information.

The Riverhead Free Library reserves the right to utilize its collected records while in the course of its operations and in cooperation with other public libraries in Suffolk County.

The 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.