

## **LIBRARY OPERATING POLICIES**

1. Confidentiality of Library Records a. Circulation records and other records of identifying the names of library users are confidential in nature. This includes but is not limited to, records related to circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, films, tapes, compact disks or records. b. All librarians, library managers and library employees are advised that such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order or subpoena as may be authorized under the authority of and pursuant to, federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. c. Upon receipt of such process, order, or subpoena, the library's trustees will consult with their legal counsel to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order or subpoena is not in proper form or if good cause has not been shown, the trustees will insist that such defects be cured before proceeding further with the request. d. As per New York State Law 5953-C Cal. No. 120. e. Under the USA Patriot Act provisions of the new anti-terrorism law a search warrant and not a subpoena is required for access to patrons records. A search warrant can be executed immediately. f. The library staff is entitled to ask the officer serving the warrant to allow them to consult with legal counsel and to ask that the library's counsel be present for the search. g. Other than legal counsel no one should be informed of the existence of the warrant. In the event of a bomb threat, the building will be evacuated immediately and the police will be called from a safe location.