



## Requests for Confidential Library Records Policy

The Geneva Public Library (“the Library”) adheres to [New York Civil Practice Law and Rules § 4509: Library circulation records](#). This law protects the confidentiality of library user records. It includes, but is 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 audiovisual materials, films or records.”

Under no circumstances will Library employees discuss any patron (regardless of age) or employee records of loans, holds, renewals, fines, or any other personal information with anyone other than the patron, their authorized users, or with other employees, except that such records may be disclosed to the extent necessary for the proper operation of the library.

Library employees are aware that such records are confidential and are not to be made available to any agency except under due process of law, and then only upon the advice of the Library’s legal counsel and the OWWL Library System. The Library maintains a separate procedure document to help guide employees responding to a request for confidential Library records.

**Adopted by the Board of Trustees:** March 30, 2006

**Amended by the Board of Trustees:** 3/30/2016, 3/29/2017, 12/22/2021, 8/28/2024

**Reviewed by the Policy Review Committee:** 8/8/2024