

## **Patron Privacy & Confidentiality Policy**

The American Library Association Code of Ethics states: "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." Protecting user privacy and confidentiality is an integral part of the mission of the New Woodstock Free Library.

Your right to privacy is also protected under New York State Law. New York Consolidated Laws, Civil Practice Law and Rules - CVP § 4509 states that "Library records... 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."

This means that no one except authorized Library staff may access your address, telephone number, items that are currently checked out on your card, items you have requested, or any other information contained within your record without a court order.

**Approved by the Library Board of Trustees on January 5, 2021**