

# Confidentiality of Library Records

New York State Law #4509 states that Library circulation records, computer use records, computer database search records, interlibrary loan transactions, reference queries, requests for photocopies and reserve requests shall be confidential and shall not be disclosed except by subpoena, search warrant, or court order. However, the United States Patriot Act allows information to be given to the FBI through a National Security Letter, though the Library is allowed to consult an attorney before producing such records. No person or institution served with a national Security Letter or search warrant, under the Federal Intelligence Surveillance Act can disclose that the warrant has been served or that records have been produced pursuant to the warrant. The library and its staff must comply with this order. No information can be disclosed to any other party, including the patron whose records are the subject of the search warrant.

Any patron registration information given to the library will be used for library purposes only. Paper copies of library card applications are destroyed immediately after being entered into the patron database.

In the case of reserved materials, patrons will be notified by telephone, email or post card that the requested item has come in, without naming the title, unless asked by the person requesting said item. We will not release reserved or interloaned material to anyone other than the person requesting unless we have been given prior approval.

The Cuba Circulating Library will not allow anyone to check out materials on someone else's card unless we have been given prior approval.

Approved by the Cuba Circulating Library Board of Trustees on December 10, 2007.