

Confidentiality of Library Patron Records

The Amagansett Free Library supports every patron's right to have his or her library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, participation in library-sponsored programs, a record of library visits, and/or any data that contain information that links a specific patron to specific materials or services used. Each patron has individual control over his or her borrower's card and presentation of the card permits access to information about the borrower's current circulation record. Except during the actual period of the transaction (circulation, maintenance of records on unpaid fees, reservation of materials), the library will not maintain a record of transactions. When no longer needed for library administration purposes, records will be expunged.

No information will be released to any person, agency, or organization, except in response to a valid court order or subpoena, properly presented to the library administrator.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties. By separate action, the Amagansett Free Library has endorsed the recommendations of the American Library Association's Policy on Confidentiality of Library Records and the New York State Library Association "Statement on Intellectual Freedom."

Approved July 2002

Amended October 2020