

VALLEY COTTAGE LIBRARY

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VALLEY COTTAGE FREE LIBRARY'S POLICY ON CONFIDENTIALITY OF LIBRARY USERS' RECORDS*

1. Circulation records and other records identifying the names of library users with specific materials or library services (including electronic resources) are confidential in nature and are protected by NYS law. This includes security videos taken within the Library, as such videos may capture images of patrons' use of materials or services.
2. All library personnel have been notified 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 investigatory power. Any request to access such information shall be referred to the Director, or their designee, who is the only person(s) authorized to address such requests.
3. The Library will not enforce any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. Upon receipt of such request, process, order or subpoena, the library will consult with 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 library will insist that a proper instrument be presented.

*Adapted from the ALA Council document dated Jan. 20, 1971; revised July 4, 1975, July 2, 1986.

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