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## **CIRCULATION POLICY**

### *CONFIDENTIALITY*

Pursuant to New York Civil Practice Laws and Rules Section 4509, library records that contain names or other personally identifying details of users, including but not limited to the circulation of library materials, computer use, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the in-house use of library materials, shall be confidential and shall not be disclosed except that such records may be disclosed for the proper operation of the library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Access to borrower information is restricted to authorized staff and the borrower with appropriate identification.

### *AUTHORIZATION*

By adopting this policy, the Board of Trustees authorizes the Administration to develop rules and regulations to implement and enforce it.

Adopted September 14, 2016

Approved 3-30-2017