

# **Claverack Free Library**

## Confidentiality of Library Records Policy

**Adopted: January 2014**

The Claverack Free Library supports and complies with New York State Civil Practice Law & Rules Law, Section 4509: Library Records, with respect to the confidentiality of library records. All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations, but will not be disclosed to others except upon the request or consent of the library user, or pursuant to subpoena, court order, or otherwise required by law. Such disclosure may be made only by the library director in consultation with legal counsel.

### **New York State Civil Practice Law & Rules Law, Section 4509: Library Records**

“Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records relating 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 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.”

### **Donor Records**

#### *Privacy*

The Claverack Free Library is committed to long-term relationships with our donors and handles donor information with care and confidentiality. We are dedicated to respecting the privacy rights of our donors and library supporters.

#### *Personal Information*

The Claverack Free Library collects and maintains the following types of donor information when it is voluntarily provided to us:

- Contact information such as name, address, telephone number and e-mail address
- Giving information
- Information on events attended, publications received and special requests for program information
- Information provided by the donor in the form of comments and suggestions

This confidential information is contained in electronic files which are password protected.

This confidential information is used to analyze overall giving patterns in order to make more accurate budget projections, as well as to understand donors' interests in our mission and to update them on the organization's plans and activities. This information is shared with a subset of staff, a subset of board members, and with volunteers and consultants only on a confidential and need-to-know basis.

#### *List Sharing*

The Claverack Free Library does not sell, rent, trade or share its donor list with any other organization or for commercial purposes. The Claverack Free Library never sends out mailings on behalf of other organizations. Subscribers are given the opportunity to remove their name from our email list at the bottom of each e-newsletter.