

## **Portville Free Library Confidentiality Policy**

### **PURPOSE:**

The Portville Free Library (PFL) confidentiality policy protects the privacy of PFL users and their information. Following the American Library Association's Code of Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

### **POLICY:**

PFL follows New York State Law with regards to confidentiality.

New York State Confidentiality Law reads as follows:

"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 pertaining 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 audiovisual 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 such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute."

NY CPLR § 4509 (2014).

Approved by the Portville Free Library Board of Trustees April 13, 2026.