



# Pittsford Community Library Policies

## **Confidentiality of Library Records Policy**

*Adopted by the Board of Trustees on August 29, 2001*

*Revised and approved by the Board of Trustees on December 11, 2024*

The Pittsford Community Library ("the Library") follows New York State law regarding confidentiality of Library records. [Section 4509](#) of the New York Civil Practice Law and Rules prescribes generally that details of user services shall remain confidential. The statute provides an exception to confidentiality of user records when disclosure is necessary "for the proper operation" of the Library.

Since the Library is a member library of the Monroe County Library System (MCLS) and since MCLS is the legal owner of our Online Public Access Catalog (OPAC), CARL, and facilitates our internet services, the Library directs all requests for user information from police and/or other government organizations to the MCLS Director and/or Associate Director. The Library also relies on the MCLS Policy on Computer Use Log Retention which is also in accordance with Section 4509 of the New York Civil Practice Law.

When a parent or guardian incurs financial liability to the Library by reason of a minor's use of Library services, the Library may disclose such details of the minor's use of Library services as is necessary to justify the imposition of financial liability on the parent or guardian.