



Pittsford Community Library Policies

Confidential Records Policy

Adopted by the Board of Trustees on August 29, 2001

Disclosure of User Services

The Pittsford Community 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 library user records when disclosure is necessary "for the proper operation" of the Library. New York Civil Practice Law and Rules Section 4509 can be found on the New York Senate's website, <https://www.nysenate.gov/legislation/laws/CVP/4509>.

When a parent or guardian incurs financial liability to the Pittsford Community Library by reason of minor's use of Library services, the Library may disclose to the parent or guardian 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.