

**LIMA PUBLIC LIBRARY
CONFIDENTIALITY OF RECORDS**

All records coming library users and materials used or checked-out by users are confidential and will not be made available to any agency of state, federal, or local government or any other person unless a court order requiring disclosure has been entered by a court on competent jurisdiction. All requests for such information must be referred to the library director or the director's designee.

The Lima Public Library has adopted the following state law into policy in regards to library records:

New York State Consolidated Laws Civil Practice Law and Rules
Article 45, Evidence
NY CLS
4509

“Library records containing names or other personally identifying details regarding the user of public, free association, school, college, and university libraries, and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, inter-library loan transactions, reference queries, requests for photocopies of library materials, 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 a statute.”

Although the Lima Public Library makes every effort to protect privacy, under the federal USA Patriot Act (Public Law 107-56), records of the books and other materials borrowed from this library may be obtained by federal agents. That federal law prohibits library workers from informing library users if federal agents have obtained records.

Adopted by the Lima Public Library Board of Trustees
Date: May 11, 2005
Reviewed and Approved: November 16, 2022