

Hazeltine Public Library (HPL) recognizes that library records that identify types of materials used by, or personal information about individuals are confidential in nature.

Library staff/volunteers will not disclose the following information:

- Adult patrons:
 - Checkouts / Holds
 - Fines
 - Personal information Specific title holds
- Under 12 patrons:
 - Same as above, except this information shall be available to parents/guardians

Information regarding titles on an adult library card holder’s account will only be provided to the account holder.

The library will disclose information regarding overdue materials and fees for children 12 and under to the parent or legal guardian who originally authorized and signed for the child to receive a card. The parent or legal guardian must have either a proper identification or the child’s library card at the time of the request. If your child is age 13 or older, the library cannot disclose information without his or her authorization.

No Patron library records shall be made available to the public, press or governmental agency, except by such process, order or subpoena authorized by federal, state or local law, or upon written consent of the library user.

Only the library director is authorized to accept the court order or subpoena. Before complying with such requests, the library’s legal counsel will be consulted to determine the proper response.

New York State Civil Practices Law & Rules §4509:

“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.”

History of Reviews/Revisions

Date	Reviewed/Revised
11-02-2016	Adopted
03-19-2024	Revised