

**Sarah Hull Hallock Free Library
Milton, New York**

Confidentiality Policy

The Sarah Hull Hallock Free Library supports and complies with the New York State Civil Practice Laws and Rules, section 4509, Library Records. The library is committed to protecting the confidentiality of patron information. This information includes patron registration information, circulation records, attendance records for library sponsored programs, computer use, use of library services, reference services, or any other data linking a particular patron to specific library services or materials.

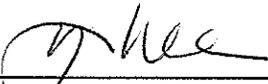
Information in the patron record is the property of the home library. These records may be consulted by library staff and used to carry out library operations, including mailings.

Records will not be disclosed to others except upon the request or consent of the library user, or subpoena, court order, or otherwise required by law. Disclosure may be made only by the library director in consultation with legal counsel (see our Law Enforcement Policy).

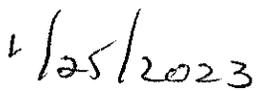
Patrons have control over their own library cards and records. If a parent/guardian signs a library card for someone under 18, New York State law prohibits the library staff from revealing information about the minor's borrowed materials to the parent/guardian.

When records are no longer needed for administrative purposes, records will be expunged.

Approved by the Board of Trustees May 27, 2009
Amended by the Board of Trustees April 25, 2018



Rosemary Wein
President, Board of Trustees



Date Reviewed