

# **Circulation Services**

The Library's Circulation Policy is to:

- Put as few restrictions as possible on the flow of information and materials.
- Monitor and retrieve materials in a timely way to facilitate access to them by others.

## **Circulation Records**

The Library collects the names and contact information of individuals for the purpose of:

- Issuing Library cards
- Identifying materials the cardholder currently has out on loan
- Recording and identifying overdue materials
- Placing and tracking holds
- Tracking suggestions for purchase
- Tracking interlibrary loan transactions
- Administering Library activities

Each patron has control over his or her Library card and presentation of the card permits access to information about the borrower's current circulation record.

Except during the actual period of transaction (circulation, maintenance of record on unpaid fines, reservation of materials), the Library will not maintain a permanent record of transactions. All records relating to customer registration are confidential. See the next section for complete text of the Confidentiality of Library Records Policy.

## **Confidentiality of Library Records Policy**

Library registration and circulation records are confidential and are not to be disclosed to anyone other than the registered party, a party presenting a waiver from the borrower or a person with a court order granting accessibility. The New York State Civil Practice Law and Rules Section 4509 reads as follows:

"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 related 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 audio-visual 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."