

SECTION 500

I. PRIVACY STATEMENT – CONFIDENTIALITY OF LIBRARY RECORDS

- a.** The Huntington Public Library adheres to the following guidelines concerning the disclosure of information about library users.
 - i.** No information regarding or including:
 - 1.** Patron’s name
 - 2.** Patron’s address
 - 3.** Patron’s telephone number, email address, or other contact information
 - 4.** Library circulation records
 - 5.** Borrower’s records
 - 6.** Number or character of questions asked by a patron
 - 7.** Frequency or content of patron’s visits to the library
 - 8.** Any other information supplied to or gathered by the library

Shall be given, made available or disclosed to any individual, corporation, institution, government agency or other agency without a valid process order or subpoena. The Library Director is the only person authorized to release any information regarding a patron.

- b.** The Huntington Public Library reserves the right to utilize its collected records while in the course of its operations and in cooperation with other public libraries in Suffolk County.
- c.** The Director may authorize the release of certain records to the parent or legal guardian of a library patron seventeen years of age or younger in order to facilitate the collection of fees.
- d.** All library employees (and any volunteers who work on its behalf) will be informed of this policy and instructed to comply.