



Mattituck-Laurel Library Confidentiality of Library Records Policy

Employees are prohibited from accessing and/or disclosing personal information obtained from library records other than to the extent necessary for the proper operation of library business. Personal information includes, but is not limited to, registration records, material borrowing records, interlibrary loan transactions, employment records/information, reference queries, photocopy requests and computer use history.

Only the Director or the Director's designee is authorized to respond to any form of judicial process or to provide any patron-specific or library-business information, in writing or in oral form, to a law enforcement officer or other person. Staff should direct such requests to the Director, or the Director's designee.

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