



Patron Privacy and Confidentiality Policy

Date Adopted: April 15, 2013

Dates Amended: February 19, 2026

SCOPE

The Gardiner Library gathers personal information about cardholders for the express purpose of efficiently and effectively operating the Library. The Gardiner Library is committed to protecting the privacy and confidentiality of patrons in accordance with the American Library Association's Code of Ethics.

STATUTORY AUTHORITY

This policy is established in accordance with New York State Civil Practice Law and Rules § 4509, which protects the confidentiality of library records.

DEFINITION OF CONFIDENTIAL RECORDS

All records that contain names or other personally identifying details regarding the patrons of the Gardiner Library are confidential. These include, but are not limited to:

- ***Circulation Records*** – Materials currently or previously checked out, including titles and dates.
- ***Information Requests*** – Database search history, reference queries, and interlibrary loan transactions.
- ***Contact Information*** – Names, addresses, telephone numbers, and email addresses associated with a library card.

DISCLOSURE OF RECORDS

Confidential records shall not be disclosed to any third party, including law enforcement, except under the following conditions:

- ***User Consent*** – Upon the written request or consent of the Gardiner Library patron.
- ***Proper Operation*** – To the extent necessary for the proper operation of the Gardiner Library (e.g., staff processing a hold or collecting an overdue fine).



GARDINER LIBRARY

- **Legal Mandate** – Pursuant to a valid subpoena, court order, or search warrant. (**Note:** All legal requests must be immediately referred to the Library Director, who will consult with legal counsel to ensure the request is in proper form before any information is released.)

PRIVACY OF MINORS

In compliance with New York State law, the Gardiner Library protects the privacy of children. For patrons under the age of 18, the Gardiner Library may be prohibited from revealing borrowed materials to parents or guardians without the minor's library card or consent, unless otherwise required by law.

DIGITAL PRIVACY AND PUBLIC COMPUTERS

The Gardiner Library does not maintain permanent records of patron activities on public computers.

- **Session Data** – Browsing history and temporary files are cleared automatically upon logout.
- **Wireless Access** – Users should be aware that wireless (Wi-Fi) networks are not inherently secure; the library cannot guarantee confidentiality for data transmitted over its network.

Please refer to the *Gardiner Library Internet Use Policy* and *Gardiner Library Internet Safety Policy* for more details.

THIRD-PARTY VENDORS

The Gardiner Library utilizes third-party vendors for services like eBooks and research databases. These vendors may collect data independently. Users are encouraged to review the privacy policies of individual service providers (e.g., Libby/OverDrive) as their data practices are outside the library's direct control.