

Rochelle Park Free Public Library Confidentiality of Library Records

The Trustees and Staff of the Rochelle Park Free Public Library recognize the need to protect library users' right to privacy regarding the questions asked and the materials borrowed.

POLICY

We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted. The records of patron use of library resources, materials or services are confidential. Patron borrowing records are protected by New Jersey Statute. No staff member or trustee shall reveal the borrowing history of an individual except under the circumstances outlined by this procedure.

NEW JERSEY LAW

N.J.S.A. 18A:73-43.2. Confidentiality of library users' records Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances:

- a. The records are necessary for the proper operation of the library;
- b. Disclosure is requested by the user; or
- c. Disclosure is required pursuant to a subpoena issued by a court or court order.

PROCEDURE

A patron may request that staff identify items currently charged to his/her card. If a parent possesses their minor child's library card staff will honor requests for the disclosure of information related to that card. Children over the age of 12 years and having full possession of their library card will have their records protected.

Some records may require a special search of the transaction database maintained by the Bergen County Cooperative Library System (BCCLS). In the unusual circumstance that a record of an item transaction needs to be documented, the Library Director will make a request to BCCLS.

LAWFUL REQUESTS

All records concerning library users, materials used or checked out by users and computer use are confidential and will not be made available to any agency of the federal, state, county or local governments or to any other person unless a court order or search warrant requiring disclosure has been entered by a court of competent jurisdiction or persons acting within the scope of their duties in the administration of the library.