

## CONFIDENTIALITY OF PATRON RECORDS

The Olive Free Library shall keep patron records confidential and will not disclose library records that contain names or other personally identifying details regarding the users of the library or any part of the Mid-Hudson Library System 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 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 a subpoena, court order, or where otherwise required by statute.

**Approved and adopted by the Olive Free Library Board of Trustees January 2021**