AVON FREE LIBRARY
YOUR BRIDGE TO DISCOVERY

143 Genesee Street ▪ Avon, NY 14414 ▪ (585) 226-8461 ▪ avonfreelibrary.org

CONFIDENTIALITY OF RECORDS POLICY

The Avon Free Library ("the Library") is committed to protecting patron confidentiality, including the borrowing information of patrons, and their right to access information that is controversial, sensitive, or personal in nature. Accordingly, patron data should not be used for purposes other than library transactions initiated by the patron.

The Library utilizes Evergreen, the systemwide integrated library system maintained by the OWWL Library System, to manage the Library's collection and to facilitate the circulation of materials to patrons.

This policy aligns with privacy guidelines adopted by the American Library Association (ALA), as referenced in the OWWL Confidentiality of Patron Records Policy (updated September 2022), which states that:

- Library "users should have the choice to opt-in to any data collection that is not essential to library operations and the opportunity to opt-out again at any future time;"
- "Libraries should collect and store only personally identifiable data required for specific purposes that are disclosed to the users;" and
- "Libraries should never share users' personally identifiable information with third parties or vendors that provide resources and library services, unless the library obtains explicit permission from the user or if required by law or existing contract."

The Library adheres to New York Civil Practice Law and Rules § 4509, which states:

> *Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, 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, shall be confidential and shall not be disclosed 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 subpoena, court order or where otherwise required by statute.*

Access to confidential information shall be limited to authorized Library staff who require it to perform their duties. All Library employees have a professional and ethical responsibility to treat such information as privileged and to take reasonable care to prevent its improper or accidental disclosure.

It is the duty of the Library Director to ensure that staff are properly trained and informed to uphold their responsibilities under this policy.

No Library records shall be made available to any government agency or other third party except upon the explicit consent of the Library user or pursuant to a process, order, or subpoena authorized by federal, state, or local law. Records shall be released in response to such process, order, or subpoena only upon the advice

of the Library's legal counsel and the OWWL Library System; such advice is not required when the Library user has given explicit consent to the release.

Third-party vendors and contractors engaged by the Library Director and/or the Board of Trustees shall comply with this policy and, to the extent practicable, the most recent version of the ALA Library Privacy Guidelines for Vendors.

Reviewed and updated by the Avon Free Library Board of Trustees on October 26, 2026
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