Growing with Our Community

LEVITTOWN PUBLIC LIBRARY

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http://www.levittownpl.org Trina Reed, Director

Confidentiality of Library Records

The Levittown Public Library protects each library user's right to privacy and confidentiality regarding information sought or received and resources consulted, borrowed, acquired, or transmitted (see also ALA Code of Ethics, Article III).

Library records that contain names or other personally identifying details regarding the users of the library, 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 audiovisual materials, films or records, shall be confidential and shall not be disclosed except to the extent necessary for the proper operation of the library, and shall be disclosed only upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

The New York State Confidentiality Law protects the privacy rights of library users. This law prohibits releasing any information relating to a person's name and library use without a properly executed subpoena from a court of law.

Under this law, librarians, staff, volunteers, and board members cannot:

- Tell a third party whether a person has a library card
- Write the name of a borrower on a book card which is placed in the book
- Tell a parent what his/her child has borrowed, even if it is overdue
- Send a reserve notice or overdue reminder on a postcard
- Reveal the nature of someone’s reference question to another person

This law makes it quite clear that a person’s library use habits are strictly private; there are no exceptions for children or anyone else. It applies to every library in the state, without exception.

Approved by the Board of Trustees on September 2, 2026.