**TOWN OF GAINESVILLE PUBLIC LIBRARY SILVER SPRINGS, NEW YORK**

**Requests for Confidential Library Records Policy**

Adopted by the Board of Trustees: September 14, 2024

The Town of Gainesville Public Library (“the Library”) adheres to New York Civil Practice Law and Rules § 4509: Library circulation records. This law protects the confidentiality of library user records. It includes, but is 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.”

Under no circumstances will Library employees discuss any patron (regardless of age) or employee records of loans, holds, renewals, fines, or any other personal information with anyone other than the patron, their authorized users, or with other employees, except that such records may be disclosed to the extent necessary for the proper operation of the library.

Library employees are aware that such records are confidential and are not to be made available to any agency except under due process of law, and then only upon the advice of the Library’s legal counsel and the OWWL Library System. The Library maintains a separate procedure document to help guide employees responding to a request for confidential Library records.

**Library Card (OWWL System Card)**

There will be no charge for patrons outside of OWWL to obtain a library card. To apply for a library card:

Adults and young adults, age 18 years and older:

Drivers License or other form of picture ID

Proof of present home address

Juveniles, age 17 years and under:

Parental/ guardian approval and parental/guardian on-site signature

Parent’s/ guardian’s driver’s license or other form of picture ID

Proof of present home address of signer and juvenile

All new cardholders will be informed of all library policies and guidelines. The signature on the card will be an agreement that they will adhere to all current and future policies as approved and set forth by the Board of Trustees.