

Galway Public Library  
Confidentiality of Library Records Policy

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Galway Public Library is committed to protecting the confidentiality of its patrons in accordance with New York State Law. The Library strives to uphold the highest standards of privacy regarding user records and interactions.

Patron records are confidential and may only be disclosed to:

1. Galway Pubic Library staff performing job duties
2. Library cardholders upon proof of identity
3. Parents or guardians of minor children
4. Any party pursuant to an appropriate court order, subpoena, or other required disclosure

Galway Public Library also acknowledges its legal obligations, which may necessitate exceptions to this commitment. In accordance with any applicable Federal or State laws, the Library may be required to disclose specific records under certain circumstances. Library records, as defined by NYS law 4509, should not be released or made available in any format to a federal agent, law enforcement officer, or other person unless a court of competent jurisdiction has entered a court order in proper form. The Library Director is authorized to receive law enforcement requests.

Galway Public Library strives to balance patron privacy with legal compliance, ensuring transparency and trust in all aspects of its operations.

### **Personal Identifying Information**

Galway Public Library collects personal information for the purposes of operating the library and delivering requested services. The collection, use, and storage of personal information is limited to what is necessary. The Library makes no record of patron usage of materials without patron consent, including, but not limited to circulation of materials, database searches, individual library computer use, or interlibrary loan requests.

Library records that are not necessary for operating the Library are deleted or destroyed when they are no longer needed.

The Library does not sell, share, or trade patron personal identifiable information or library account information with any other entity except those working under contract or as required by law. Galway Public Library does not send mailings to patrons on behalf of other organizations not directly affiliated with the Library.

**Approved by the GPL Board of Trustees: 10/21/26**

**Katherine McCleneghen, President**