

512 Disclosure of Information

Policy Statement – The Catskill Public Library promotes an open environment and complies with all requirements regarding public access to information. However, the Library recognizes that certain documents, records, and other information pertaining to Library operations and activities contain sensitive and confidential information. Consistent with New York State law and the American Library Association's **Policy on Confidentiality of Library Records** (1986), the Catskill Public Library records, which contain personally identifying details regarding users of the Catskill Public Library, including but not limited to records related to the circulation of library materials, computer database searches, inter-library loan transactions, reference queries, and title reserve requests, shall be confidential. Copying, removing, allowing unauthorized access to library or patron documents, information, files or mailing lists or any form of distribution of patron information is not allowed. In the distribution of patron records and access of information, the Catskill Public Library adheres to the Freedom of Information Law and all state and federal regulations, including those outlined in the U.S. Patriot Act, Sections 214, 215, 216.

Responsibility for Security of Confidential Information – Supervisors and employees are responsible for maintaining the security of documents, records and other information that fall within their branch operations. Supervisors and employees are prohibited from sharing or otherwise disclosing such information with other Library employees, family members or friends who do not have a Library business reason to have such information. Should this confidentiality be breached by an employee, disciplinary action, up to and including termination of employment may result.

Law Enforcement Inquiry - Any request from outside parties for disclosure of information under the Freedom of Information Law or any other applicable laws or regulations must be submitted to the Library Director or their designee. In the event the Library Director is unavailable, an employee should immediately contact their supervisor, the Board President or library's legal counsel, if appropriate.

Employee Personal Information - An employee should never provide a caller or visitor with confidential information regarding employees, including home addresses and personal telephone numbers. An employee should take the person's name and telephone number and inform the caller/visitor that a message will be forwarded to the employee.

Notification to Employees – As required by Public Officers Law §87(6), the Town will provide a notification to an employee in the event that the Town is responding to a request for such employee's disciplinary records under the Freedom of Information Law.