

Confidentiality of Library Records

Long Beach Public Library is committed to user confidentiality. Under New York Civil Practice Law and Rules § 4509, “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.....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.”

Further, confidentiality extends to, 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 audio-visual materials, films or records. All library staff members, interns and volunteers must sign a Patron Data Confidentiality Agreement as part of their onboarding process.

Circulation, registration information, and information retrieval records may not be disclosed except to:

- The cardholder (with library card or another form of official picture identification). NOTE: Under New York State Law, if you are signing for someone under the age of 18, the library is, under the above law, prohibited from revealing that minor’s borrowed materials to you absent the minor’s request or consent. The Library requests, but does not require, that minors over the age of 12 sign forms authorizing disclosure of information to the minor’s designated parents or guardian.
- Staff of the Nassau Library System acting within the scope of their duties in the administration of the library system and in facilitating interlibrary loans.
- Persons authorized by the cardholder to access the individual's records identified by a completed Patron Consent Form for Linked Records signed by the cardholder(s).
- Representatives of any local, state, or federal government, pursuant to subpoena or search warrant authorized under the authority of federal, state, or local law relating to civil, criminal, or investigative power. Upon receipt of any such subpoena or search warrant, the Library Director will consult with legal counsel to determine if the subpoena or search warrant is in proper form and if there is a valid basis for its issuance before providing confidential information. NOTE: The USA PATRIOT ACT still requires a subpoena for access to your records.

Long Beach Public Library occasionally conducts promotional campaigns to inform the community of our services. At those times, the Library may use patron email or postal addresses for the library's internal mailing lists.

The Library does not sell, lease, or otherwise distribute or disclose patron name, email address, postal address, telephone number, or other personal information to outside parties.

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The Library's circulation system contains records of the items you have borrowed also called "Reading History". While many patrons like the convenience of having a record of items they've checked out, you can opt-out in your online account and items will be removed from your record upon their return. You can also delete items from your Reading History at any time. This information is protected under the privacy laws and can only be accessed by you or by the library if presented with a subpoena.

If you owe a fine or have an outstanding bill, that item will remain on your record until removed by Library staff after payment or forgiveness.

If you wish to be notified of item availability or fine notices by email, be aware that the email message will include the title(s) of the item(s).