

## **CONFIDENTIALITY POLICY**

It is the policy of the Jericho Public Library to protect the confidentiality of patron records to ensure that every individual may use the library freely and without fear of reprisals.

This confidentiality pertains to information sought or received, materials consulted or borrowed and includes database search records, reference interviews, circulation records, interlibrary loan records, and any other personally identifiable uses of library materials, facilities, or services, as well as home addresses, telephone numbers and any other personal information.

Information concerning use of library materials or services by patrons shall remain confidential and shall not be disclosed by any Jericho Public Library employee except with the consent of the Library Director or his/her designee, upon request or consent of the user, or pursuant to subpoena, court order, or where otherwise required by statute.

Each new employee will be given a copy of the Confidentiality Policy at the time of employment.

I have received a copy of the Jericho Public Library's Confidentiality Policy and agree to adhere to its conditions.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adopted by the Board of Trustees of the  
Jericho Public Library      December 11, 1995  
Revised                              July 12, 2004  
Reviewed and Reaffirmed November 15, 2022