**Middlesex Public Library Board of Trustees and Library Employee**

**Confidentiality of Circulation Records Policy**

**Introduction**

Pursuant to Civil Practice Laws and Rules, Section 4509, records related to the requests for and circulation of library materials contains names and other personally identifying details regarding the users of the Middlesex Public Library. These include but are not limited to records related to the circulation of library materials, computer database searches, interlibrary loan interactions, reference queries, requests, and the use of audiovisual materials, films and other technology.

**Policy**

The confidentiality of these records shall be maintained by all personnel associated with the Middlesex Public Library and shall not be disclosed **except** such records may be disclosed upon the request or consent of the user or pursuant to subpoena, court order or where otherwise required by state.

Approved: 12/12/24