

## Kellogg Free Library

5681 Telephone Rd.  
Cincinnati, NY 13040  
607-863-4300

**Policy Category:** Circulation

**Policy Title:** Patron Confidentiality

**Need for Policy:** Privacy regarding your use of the library is governed by state and federal law and regulations as well as national and local policies. The Kellogg Free Library encourages users to learn more about your rights to privacy and how recent changes in federal laws affect those rights.

### Statement of Policy

It is the policy of the Kellogg Free Library to keep confidential all information about your library use. Records containing this information will not be released or used in any way for non-library purposes except pursuant to a subpoena, court order, or where otherwise required by statute.

### What information do we keep?

The Kellogg Free Library keeps the following information, which has been judged as necessary for the proper operation of the library.

- Information regarding items you checked out is kept indefinitely.
- Information regarding items lost, lost and paid, items damaged and damaged items paid for, claims returned, overdue charges assessed and paid, charges assessed and waived is kept for three years.
- Information regarding e-mail reference queries is deleted monthly following statistical tabulations.
- Information regarding who has pre-registered for a public program is deleted following completion of the program.
- Information regarding who has enrolled in the summer reading program is deleted following completion of the statistical tabulations.

In addition to the information identified above, other information about your use of the library may be contained in computer and network logs that are required for the proper functioning of the library, and which follow standard industry practices. This information is purged as soon as possible and is never disclosed unless required by law.

### To Whom Will it be Disclosed?

- Access to this information is restricted to library employees and employees of the Finger Lakes Library System who directly maintain the library's database. We will provide this information to others only when required by law.

### Your Rights:

- You have the right to inspect and receive a copy of the information about your library usage within 5 business days of your request.
- • You have the right to request an amendment to the information if you believe the information to be incorrect or incomplete.
- • Appeals regarding these policies may be directed to the Board of Trustees.

**Questions and Complaints:**

Questions, comments or complaints about the library's policies should be put in writing and directed to the Library Director or to the President of the Board of Trustees, PO Box 150 Cincinnatus, NY 13040.

**New York State Law 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, including, but not limited to records relating to the circulation of library materials, computer database searches, interlibrary loan transaction requests, reference queries, requests for photocopies of library materials, title reserve requests or the use of audio visual materials, films or records, 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.

*Approved: 2/4/2025 by Kellogg Free Library Board of Trustees*