

Confidentiality of Records

The Library supports and complies with New York State Law (New York State Civil Practice Law and Rules Section 4509) with respect to the confidentiality of library records.

All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations but will not be disclosed to others except upon the request or consent of the library user, or pursuant to subpoena, court order, or otherwise required by law.

The University is authorized to provide access to student records to staff with a legitimate educational interest in such access without the student's written consent. Such persons include those with responsibilities for campus academic, administrative or service functions, whose normal and customary job duties require ongoing or periodic access to student records. This determination is made on a case-by-case basis by the Registrar's Office.

Patron information must NOT be transmitted by any University employee to anyone outside the University (including parents or spouses) without an express written release from the patron or a lawfully issued subpoena or court order.