

Bristol Library  
6750 County Road 32  
Canandaigua, NY 14424  
585-229-5862  
[www.thebristolibrary.com](http://www.thebristolibrary.com)

**External Policy/Confidentiality of Patron Records  
Policy # EP-13**

**Effective Date: 03/23/2023**

**APPLICATION: Personnel, Trustees, Patrons**

**STATEMENT OF PURPOSE: The Bristol Library complies with New York Civil Practice Law and Rules Section 4509 regarding the confidentiality of patron records.**

**POLICY: Records related to circulating materials which contain personally identifying information of Bristol Library users are confidential and shall not be disclosed, except upon request or consent of the user or pursuant to subpoena, court order, or otherwise required by statute.**

**RESPONSIBILITY: The Board of Trustees is responsible for establishing the Library's Confidentiality of Patron Records Policy. The Director, library staff, and the Board are responsible for enforcing the policy.**

**APPROVED: 03/23/2023 by the Bristol Library Board of Trustees**

**REVISED: DD/MM/YYYY by the Bristol Library Board of Trustees**

**REVIEWED BY/ON:**