



201 Main Street, Sag Harbor, NY · 631-725-0049 · www.johnjermain.org

PRIVACY POLICY

The John Jermain Memorial Library adheres to the following guidelines concerning public disclosure of information about library users.

No information shall be given, made available or disclosed to any individual, corporation, institution, government agency or other agency without a valid process order or subpoena, in which case, the Library Director is the only person authorized to release any information regarding a patron including:

- 1) Patron's name
- 2) Patron's address
- 3) Patron's telephone number, fax number or email address
- 4) Library circulation records
- 5) Borrower's records
- 6) Number or character of questions asked by a patron
- 7) Frequency or content of a patron's visits to the Library

The Library reserves the right to utilize its collected records while in the course of its operations and in cooperation with other public libraries in Suffolk County.

The Director may authorize the release of certain records to the parent or legal guardian of a library patron seventeen years of age or younger exclusively to facilitate the collection of fees.

All library employees (and any volunteers who work on its behalf) are informed of this policy and instructed to comply with it.

APPROVED AS AMENDED BY THE BOARD OF TRUSTEES: MARCH 2021