

Disclosure of Library Records Consent Form

The Finkelstein Memorial Library is committed to maintaining and protecting the privacy and confidentiality of our patrons and their activity on the premises. We uphold Section 4509 of the State of New York Civil Practice Law and Rules, which states:

§ 4509, Library Records

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 related to the circulation of library materials, computer database searches, interlibrary loan transactions, 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.

To that end and effective January 15, 2023, any patron wishing to allow family members, friends, or other library cardholders to pick up reserved items at the Finkelstein Memorial Library on their behalf must complete the specific form. All authorized individuals must hold a valid RCLS library card and check out the items on their account. That person then holds responsibility for any late fees, damages, or lost items. Starting March 1, 2023, without completing a form, no person other than the patron for whom an item has been reserved will be able to pick up that item.

*Patron's information will not be disclosed, including titles of items checked out to a parent, child, or spouse.