

## Library Record Privacy

The Adelphi University Libraries are committed to protecting the privacy of all of its users. In maintaining the confidentiality of all library records, our privacy policy conforms to the Code of Ethics of the American Library Association and New York State law.

### [ALA Code of Ethics:](#)

**“We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.”**

### [New York State Law](#)

**S 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.**

In compliance with the Foreign Intelligence Surveillance Act, 50 U.S.C. 1861, as amended by the [USA PATRIOT Act](#) (Public Law 107-56), personal information may be released pursuant to a court order that has been received and approved by Business Affairs. If such an instance occurs, the library may be obligated to release the information and also be prohibited from informing the individual that such a request has been received.

It is the policy of the Adelphi University Libraries to only keep personal information when necessary. Personal information stored in a user’s library record is purged from the system when the user has left the university and is in good standing. When a record is removed, all circulation history related to that individual is purged.