

Rahway Public Library – Confidentiality of Library Records

The Rahway Public Library protects the confidentiality of Library users' records to the extent required by applicable law. "Library Records" shall include any document or record, however maintained, the primary purpose of which is to provide for control of the circulation or other public use of library materials, including print and non-print items and electronic resources.

Anyone requesting access to Library Records, including individuals and law enforcement, will be referred to the Library Director or in his/her absence, the Director's designee. Only the Director, the Director's designee or the Library's legal counsel are authorized to respond to requests for Library Records.

To protect the Library user against invasion of privacy, the Library Director will only disclose Library Records pursuant to a validly issued search warrant, subpoena, or court order, in accordance with the terms set forth therein unless otherwise permitted by law.

Upon receipt of any such request, the Library Director shall advise the President of the Board of Trustees of the Rahway Public Library and legal counsel. If the Library is presented with a subpoena or court order, Legal Records will only be disclosed within the time frames set forth in the legal document and upon a determination by legal counsel that the subpoena or order is valid and complies with the law. If presented with a search warrant, reasonable efforts will be made to verify that the warrant is valid before access is granted to the information identified in the warrant.