

CONFIDENTIALITY OF LIBRARY RECORDS

The Berkeley Heights 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 or the Director's designee are authorized to respond to requests for Library Records.

To protect the Library user against invasion of privacy, the Library Director will only authorize access to Library Records pursuant to a validly issued search warrant, subpoena, or court order, in accordance with the terms set forth therein unless: (a) otherwise permitted by law, (b) as necessary for the Library's proper operation; or (c) as provided in the Video Surveillance Policy in the event of an active emergency or suspected crime.

Adopted October 13, 2003, modified June 9, 2025