Monroe Free Library.

Disclosure of Library records consent form.

The Monroe Free 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 Laws 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, inter-library 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, any Library patron who wishes to allow family members or caregivers access to their Library record, including but not limited to information about holds placed, items checked out, due dates or ability to pick up reserved items, must complete the information below.

Name: _____ Library card barcode number: _____

Signature: _____ Date: _____

I give the Monroe Free Library permission to release my Library circulation information, including placing and picking holds, titles held, due dates et c., to the individuals listed below. Only duly authorized individuals will be allowed access to my Library record information.

Name.	*Address.*	*Telephone.*
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