

Policy
Bernardsville Public Library
Confidential Library Records Requests

Adopted July 9, 2002
Revised September 18, 2007

If the library staff is approached regarding access to library records, staff must immediately contact the Library Director or, if unavailable, the Bernardsville Borough Police Department.

The Director will have available a copy of New Jersey's Confidentiality of Library Records Law (NJSA 18A:73-43.1). The statute states that:

"Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances:

- The records are necessary for the proper operation of the library,
- Disclosure is requested by the user, or
- Disclosure is required pursuant to a subpoena issued by a court or court order."

If any police department other than that of Bernardsville Borough Police Department contacts library staff, the Director will:

- Inform Bernardsville Borough's Police Department.
- Contact the Borough Attorney immediately.

If the police have a search warrant, they should be permitted to conduct a search. Unless the search warrant directs removal of library property, in which case a proper receipt is required, the search should be performed at the library.