TO: All Hourly Employees

RE: Confidentiality of Library Records

It is necessary that you understand the importance of the confidentiality of patron records. Rutgers University Libraries follows the confidentiality policy of the New Jersey Confidentiality of Library Records Law as stated in NJSA 18A:73-43.1. This 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:

a. The records are necessary for the proper operation of the library (i.e. looking up a patron record for billing purposes)

b. Disclosure is requested by the user (i.e. looking up a PIN for a patron)

c. Disclosure is required pursuant to a subpoena issued by a court or court order.

If you are approached by law enforcement personnel or an attorney with a request to obtain a patron's library record, see a supervisor immediately. Law enforcement personnel or anyone involved with a legal case must present a court issued subpoena, court order or search warrant in order to have access to a patron’s confidential records.

**When issued a subpoena or court order:**
If there is no staff available, **do not give a patron’s information out.** You should call your supervisor at home or any other contact number provided for them. Students working at the Annex, Chemistry, Math, Physics or SERC branch libraries must contact a supervisor at **LSM**, Art Library students must contact a supervisor at **Alexander** and students working at Chang Science Library must contact a supervisor at **Douglass**. Ask the person requesting the information to wait until a supervisor has arrived. Please remember to follow regular confidentiality procedures found in the student manual. If you have any questions, please ask a staff member.

**When issued a warrant:**
Library staff must stand aside and permit the search to proceed. You must also alert your supervisor or if working at a branch library contact a supervisor at another unit following the directions above.

Note: The Public Access to Government Records Law also known as NJ’s OPRA statute (Open Public Records Act) does not apply to the confidentiality of a patron’s library record or library records that contain the names or other personally identifying details regarding the users of the library. The OPRA law gives the public access to records of the university and its departments not the details of a patron’s library record.

**Contact Information for Main Branches:**
Library of Science and Medicine (LSM) - (848) 445-3854
Alexander Library - (848) 932-7851
Douglass Library - (848) 932-9411
Robeson - (856) 225-2848
Dana - (973) 353-5161