

Policy
Library of The Chathams
Confidential Library Records Requests
Adopted January 28, 2014

If the library staff is approached regarding access to library records, staff must immediately contact the Director, who is responsible for complying with New Jersey's Confidentiality of Library Records Law.

New Jersey's Confidentiality of Library Records Law N.J.S.A. 18A:73-43.1 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."

The law defines Library record" as "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." N.J.S.A. 18A:73-43.1.

If any police department other than that of Chatham Borough or Chatham Township Police Department contacts library staff to request a "library record", the Director will:

- Inform our local Police Department.
- Contact the Library 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.

"Library records", as that term is defined above, shall be considered confidential and shall not be released in response to records requests submitted pursuant to the Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., or the common law.