

Title: Electronic Patron Records

Effective Date: 10/23/17

Authorized By: Library Board of Trustees

Date of Last Revision: 10/18/23

The Huntington City-Township Public Library will store and maintain all patron registration records exclusively in electronic format.

Electronic patron registration records will be created within the Integrated Library System program and will be maintained within that database.

Affirmation of the patron's signature will be saved in the record in the form of a check-box that will be confirmed by staff when the patron signs their new library card. No other signature will be stored.

Electronic patron registration records will be removed from the system on a regular basis when they meet the library's purging criteria. Records are purged when the patron account has been expired for at least 3 years. After a registration record has been removed no data regarding that patron will be available.

Existing paper registration records will be destroyed when signature confirmation has been obtained for the patron records or when the accounts meet the library's purging criteria.

Electronic patron records will be accessible only to library staff and will not be shared outside the library.