

TRUSTEES' HANDBOOK—POLICIES
BOXFORD TOWN LIBRARIES

Policy on Retention of Patron Records

The Boxford Town Library retains patron records for statistical purposes only. It is our practice to destroy records once they have been counted or the activity is complete. Following is a list of records that are kept and the retention schedule for each type of record.

<u>Records</u>	<u>Retention Schedule</u>
Circulation Transactions	MVLC's integrated library system (ILS) retains records of materials checked out until they are returned, and fines or fees are paid. See MVLC's Circulation Record Retention by Block Type policy. The MVLC online catalog allows patrons to save titles and authors data from circulation transactions. This function is by default turned off and must be turned on by the patron.
Interlibrary Loan Requests	Request is thrown out after it is fulfilled or resolved.
Library Program Registration Lists	Deleted after statistics are recorded and activity is complete
Museum Pass Requests	Deleted after statistics are recorded
Patron Notification for Overdues/Bills and Holds	All Long-Overdue notifications are mailed or emailed directly to patrons. Patron Hold Slips are thrown out upon checkout.
Public Computer Registrations	Destroyed daily after statistics are recorded
Public Computer Usage	Individual users and activity files are deleted by computer session software every 24 hours
Reference Questions	Patron contact information is treated as confidential. The request is destroyed once it is fulfilled.
Searches on Library Catalog	This information is not retained by MVLC's ILS.
Volunteer Applications & Hours Worked Log	Retained an additional year after the end of the calendar year

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