

## Information We Keep about You

The Library System collects the following information from borrowers. Some of the information is optional. The facts requested are the ones we believe we need in order to track borrowed materials and account for and plan library services.

- Name
- Mailing Address
- Home Telephone Numbers
- Birth Date
- Gender
- Driver's License or DMV ID Number
- Expiration Date
- Social Security Number (optional)
- Residence Address if different from Mailing Address
- School
- Full-time College Student Yes/No
- Email address for Notices (optional)

After borrower information is entered in the automated database (to which only library staff have access) the paper form filled out by the patron is shredded. Borrower cards expire in four years, and borrowers who have not performed a transaction in six years are purged from the database.

When a borrower returns an item the record of the checkout is automatically purged from the database. Thus no continuing records of borrower activity are kept unless there are unpaid fines. In the case of unpaid fines, the library keeps a record of the item number, the date the fine was incurred and the amount of the fine. We also keep a fine record for requested items not picked up. When the fines are paid, the retained information is deleted.

If accounts are submitted to Unique National Collections, our collection service, the detailed record of amount owed, payments, returns, dates credit reported, and any updates to balances, address, or phone number is maintained on Unique's (collection service) client database. This information is retained even after the accounts are cleared for as long as the credit record.