

Privacy of Patron Information Policy

I. Purpose

The purpose of this policy is to ensure that all Rawlins Library staff and the public understand what patron information is kept on file.

II. Policy

The following personal information may be collected and kept on file to access services at Rawlins Library:

- Name
- Address
- Telephone Number
- Email Address
- Date of Birth
- Library Card Barcode Number
- Type of ID (state, tribal, passport)
- Items currently checked out, requested holds, and interlibrary loan requests
- Overdue items (Until Returned)
- Payment history stored in a receipt book for lost and damaged items as well as paid patron library cards
- Sign up information for library programs and events

III. Length of Time Patron History Will Be Stored at Rawlins Library

Rawlins Library will delete patron history associated with the checked out materials 180 days after the materials have been checked in. Patron library cards, and all personal information associated with the account, will be permanently deleted after five years of inactivity.

Rawlins Library will electronically store copies of renewal forms, library card applications, and computer guest passes for one year. After one year, electronic copies of renewal forms, library card applications, and computer guest passes will be permanently deleted.

Adopted by the Rawlins Municipal Library Board of Trustees August 30, 2022

Approved by the Rawlins Municipal Library Board of Trustees September 23, 2024