

Lebanon Valley College  
Bishop Library

### **Patron Record Privacy**

A library registration record is created for each patron. The record contains the borrower's name, address, and other identifying information. This information is used only for library circulation purposes. The Library's circulation function temporarily links a patron with the library materials he or she has checked out. Unless fines or other exceptions occur, this link is severed when the materials are returned. For each item checked out to a patron, the library maintains the following information:

- Item specific details such as the author, title, call number, and barcode number.
- The date charged, loan period, and the date due.
- The number of renewals and the date of the last renewal.

Staff or students working in the Vernon and Doris Bishop Library will NOT disclose the following:

- The name of a patron who has a particular item checked-out
- The titles that are checked out to particular patron.
- Personal information of any patron (address, phone number, email, etc).
- Identify a patron who has checked out a particular item or describe them in any other way.

Staff or students MAY:

- Give the due date of a particular item.
- Recall any checked out item (staff only).

1/30/2008