

Patron Database Maintenance

In order to maintain the accuracy and relevancy of the Library's patron database, all accounts will be reviewed periodically, and inactive accounts will be removed.

As part of the maintenance process, Library staff will:

- update patron contact information every two (2) years and
- review accounts for renewal every four (4) years, except for paid non-resident accounts, which will be reviewed annually and renewed at the patron's request or made inactive.

Accounts eligible for removal will:

- have less than \$10 in outstanding charges and
- have been inactive for a period of four (4) years.

Account removal will be performed during automated processing for records that have come into eligibility.