

#### **704 USE OF LIBRARY'S CARDHOLDER DATABASE**

See also related policy: Confidentiality and Privacy (802).

See also Code of Iowa Chapter 22.7(18), Confidential Records.

704.1 Public access to names of persons who hold Iowa City Public Library cards would discourage use of the Library. The purpose of this policy is to ensure that Library cardholders' names and contact information are protected from public examination.

704.2 Use of the cardholder database is limited to Iowa City Public Library and Iowa City Public Library Friends Foundation. Use of the database is limited to activities designed to enhance or improve the library or to inform library users about library services.

704.3 In order to maintain accurate cardholder and bibliographic databases, an up-to-date database of library cardholders shall be maintained by the regular deletion of inactive cardholders' records. The records of inactive cardholders who owe money for fines or for the cost of unreturned books and other library materials shall be deleted from the database on a schedule based on amount owed and date of inactivity. The titles of unreturned books and other library materials which are attached to such cardholder records shall be removed from the bibliographic database as lost items. The money owed the library on the records of the cardholders described above will be written off at the time the records are deleted from the database.

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