

2.3 Providing Patron Information

Any patron can access a list of items currently checked out on their library card by using the “My Account” function of our automated catalog or mobile app. Patrons need to know their library card number and PIN to access their account. Optionally, within the “My Account” function, patrons can elect to store their check out history. Once selected, this feature stores a record of all *future* check outs. Library staff have access only to the list of current checkouts, for collection maintenance purposes. Data stored in “My Account” is not viewed by staff unless requested by the patron.

Patrons may give permission to a friend or relative to pick up their library materials. However, this does not give access to the circulation records of the friend or relative. Patrons picking up items for other people may be asked to confirm information on the other person’s record.

Revised and Re-adopted, Board of Library Trustees, March 2025

Approved by the Library Trustees, December 2015