

Ames Public Library Policy
Section: Library Operations
Subject: Use of Patron Database

Board
Approved: 9/98
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Revised:

Policy

The Library maintains an electronic file of its users as part of its automated circulation system. The Library may use those files to enhance or improve library services, including communicating with library users through mailings or other means.

- **Compliance with Iowa Open Records Law**

All information stored in any medium belonging to a city is defined as a public record by Section 22.1(3) of the Code of Iowa. Any use of the information in the patron database will be in compliance with that section, and Section 22.7 (13), Code of Iowa (see Confidentiality of Library Records policy in this manual).

- **Library's Responsibility**

The Library Director, who serves as custodian of the records, will authorize specific uses of the patron database. In addition to the Library itself, the Ames Public Library Foundation and the Friends of the Ames Public Library may also request to use information in the patron database. The Director will inform the Board of Trustees of any authorizations to use the database.

- **Patrons' Rights**

This policy is not intended to discourage anyone from becoming a patron of the Library. If this information is used to compile a library mailing list, any patron may request that his/her name not be included in such a list.