



## LIBRARY RECORDS

### 1. Purpose

The Eagle Mountain Public Library retains administrative, financial, and operational and personnel documents and records, and makes them available to the public, in compliance with Utah County ordinances and relevant Utah State and federal laws.

2. In accordance with Section 63G-2-302(1)(C), Utah Code Annotated, or such other provision as may be adopted by the Utah Legislature, which defines as private “records of publicly funded libraries that when examines alone or with other records identify a patron,” the Eagle Mountain Public Library will disclose the following records only when requests comply with the conditions established in Section 63G-2-201(5), Section 63G-2-202, or Section 63G-2-206, Utah Code Annotated or such other provision as may be adopted by the Utah Legislature or the federal government.

Registration Records, including but not limited to the names, addresses, telephone numbers, names of spouses and dependents of individuals who have applied for library cards. – Retain for 1 year, then destroy. (GRS-519)

Circulation Records, including but not limited to materials checkout out to a patron, materials checked out in the past to a patron, the names of patrons to whom a particular title is or has been checked out, the library borrowing patterns of a patron, and materials on in-house loan to a patron.

Patron Financial Records, including but not limited to a patron’s fine history, amounts paid, methods of payment and dates of payment.

Operational records related to patrons, including but not limited to registration for programs, documentation on patron-related circulation and behavior problems, and correspondence on patron-related circulation and behavior problems. – Retain until resolution of issue, then destroy. (GRS-507)

3. When information regarding a patron’s registration, circulation, financial, or operational records, is discussed in a public area with the patron, an individual with legal responsibility for the patron, or an individual authorized to use the patron’s library card, the conversation is not considered “disclosure” of a private record in terms of this policy. For purposes of the policy, possession of a library card by a member of a patron’s immediate family-including spouse, children under the age of 18 and children who remain under the parent’s guardianship past the age of 18 – constitutes “authorized use.”

4. In accordance with Section 63G-2-801, Utah Code Annotated, or such other provision as may be adopted by the Utah Legislature, the Eagle Mountain Public Library may pursue available legal remedies against an individual who by false pretense, bribery, or theft, gains access to any private, controlled, or protected record retained by the Library. The decision to pursue legal remedies is made in consultation with Office of the Utah County Attorney. When legal action is taken under the provisions of the policy, the Board of Trustees will be so notified and, if circumstances so warrant, will be asked by the Library Director to formally approve the action.
5. In accordance with Section 63G-2-801, Utah Code Annotated, or such other provision as may be adopted by the Utah Legislature, the Eagle Mountain Public Library may pursue available legal remedies against a library staff member who intentionally discloses or provides a copy of any private, controlled, or protected record retained by the Library to any person knowing that such disclosure is prohibited. The decision to pursue legal remedies is made in consultation with the Office of the Utah County Attorney. When legal action is taken under the provisions of the policy, the Board of Trustees will be so notified and, if circumstances so warrant, will be asked by the Library Director to formally approve the action.
6. All of the following items will be retained according to the Retention Schedule below.
  - \* Library Holdings Catalog – This catalog serves as a finding aid for library users in locating library materials in the library collection. The library uses an online catalog that is constantly being updated as materials are added and withdrawn. The information includes call number, author, title, publisher, number of copies, date, subject headings. The computer catalog also includes number and status of copies (on shelf, checked out, and due dates). – **Retain until final action, then destroy records. (GRS-509)**
  - \* Shelf List – This is the mater inventory of all library holdings currently in the library collection. The master inventory is constantly being changed as materials are added and withdrawn. It includes classification number (call number), author, title, and number of copies. – **Retain until final action, then destroy records. (GRS-520)**
  - \* Library Accession Records – These records document the accession of library materials. They include title, publisher’s name, date ordered and received, list price, and discount price. – **Retain until superseded, then destroy records. (GRS-1199)**
  - \* Grant Records – These records document grants received or awarded by governmental entities, which may contain applications, notice of award, reports, correspondence, and related records. – **Retain for 7 years after final action, then destroy records (GRS-1859)**
  - \* Volunteer Files – These records are used to verify background information on volunteers prior to and during employment. These files often contain volunteer applications, letters of commendation, photos of the volunteer, background investigations, and other information relating to volunteer service activities. – **Retain for 5 years after separation, then destroy records. (GRS-1963)**

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