

## **761 / Circulation**

### ***Purging Expired Library Patron Records from the Database***

Patron records will be purged from the patron database:

- if the library has been notified the patron has moved out of the service area by return mail, by patron notification, or by National Change of Address.
- if the library has been informed of a patron's death.
- if the library is informed by another library that a patron has moved into that library's service area.
- automatically, by SWAN, if the patron's card has been inactive for five years and the status is OK.
- manually, by SWAN, if the patron's card has been inactive for five years and charges for lost materials are less than \$100.

Patron records will not be purged if there are charges for lost materials associated with their card totaling \$100 or more. Their card status will be set to BARRED until the charges have been resolved.

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