
Board Policy



Maintaining an Up-to-Date Library Cardholder Database

In order to maintain accurate and up-to-date cardholder and bibliographic databases and to avoid the cost of storing obsolete records and degradation of computer search time, it is the policy of the Board of Trustees of the Pierce County Library District that an up-to-date database of library cardholders shall be maintained by regularly deleting the records of inactive cardholders.

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 district on the records of the cardholders described above will be written off at the time the records are deleted from the database.

**Adopted by the Pierce County Rural Library District Board of Trustees, June 17, 1992.
Revised, November 9, 2016**