

## **WYLD Patron Registration Policy**

The American Library Association and the National Institute of Standards and Technology recommend using the minimum amount of patron information needed to conduct business.

### **Directory Information**

Directory information is typically published in phone books and other public or commercial directories. This type of information requires no consent to be released.

### **Personally Identifiable Information (PII)**

PII typically requires a consent form before the information can be released. Examples here include social security numbers, credit card numbers, bank account numbers, etc.

When creating a new patron record in the User Registration section of Workflows, please follow this policy:

### **Prohibited Information**

The following information is not allowed in the patron record.

- Social security numbers
- Driver's license numbers
- Bank account numbers
- Credit card numbers
- Military ID numbers

### **Directory Information**

This is the minimum amount of information required to conduct library business. The listed information is allowed in the patron record.

- Name
- Address
- Telephone number
- e-mail address

### **Local Information**

This information is specific to the local needs of a given library. In the event of a security breach, use of this information may require the library to individually notify its affected patrons.

- Full birth date
- Campus ID or Student ID