

WYLD Patron Registration Guidelines

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 these guidelines:

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