

Procedure for Annual Patron Database Purge

Patron records have been added to the ILS database, Symphony, at each Bookmobile in an ongoing process as needed to issue a library card and provide service to each new patron or student. Patrons may then use the Bookmobile services on the truck or in the Headquarters Library. As library cards are used, a “date of last use” is stored in the record. Occasionally library cards go unused for a period. This may be due to a variety of reasons. When a patron is inactive for an extended period, it may be necessary to purge the patron from the database in order to maintain current records.

It is an industry practice to maintain a current database and purge inactive patrons on a regular basis. The Utah State Library Bookmobile Program determined that three years of inactivity is the period of time that a patron record will be able to remain inactive before being purged. When a “Last Use” date is past three or more years, those records will be purged with an annual report.

The following wizards update a user’s “Last Use” date in the user record*:

- Bill a User Wizard
- Checkout Wizard
- Discharge/Checkin Wizard
- Paying Bills Wizard
- Place Hold Wizard
- Renew Item Wizard
- Renew User Wizard

*Note: The date the user record is created is the “Last Use” date until one of the functions in the list above occurs.

The initial schedule will be as follows:

Utah County – 11/30/2013

Millard County – 1/24/2014

Sanpete County – 1/17/2014

Multi County – 1/30/2014

Iron County – 1/17/2014

Tri County – 1/30/2014

Cache County – 1/24/2014

Carbon County – 1/30/2014

The order above is determined by the original date each Bookmobile was added into the ILS. Thereafter, all Bookmobiles Patron Database Purge reports will be completed simultaneously on each June 30, beginning June 30, 2014. This schedule will allow a current, clean, active database at the beginning of each fiscal year.