Library Data Audit Form

General Area: Circulation services
System or service: Hold request

Description:
This is the form the user fills out to add themselves on the hold list for a book or other item.

Data recorded:
- Patron's name
- Patron's barcode
- Branch where the patron wants to pick up the item
- Email address (for optional email notification)

Location of data:
Stored in library system, attached to bibliographic item.

Access:
All staff who have access to the circulation records.

Retention:
Request is deleted when 1) user checks out item or 2) hold period (1 week) expires.

Comments:

Policy area: