Readers’ Sign-in Register: procedures

For over a century the Library has maintained a Reader’s Sign-in Register. All categories of readers (Members, staff, ALCID card-holders, and registered readers) sign in on a daily basis. The purposes of the Register are: To record the names of those using the Library during any given day, to record Library use during the calendar year, to act as a backup in security situations and as an historical record of Library users.

The Register is located at the entrance to the Library’s Reading Room and is maintained by Library staff who date stamp each page daily and at month-end record the number of readers by category for statistics purposes, for input to a secure spreadsheet, for recording in the Library’s Annual Report and for management information. Apart from names, other personal data should not be recorded in the Register.

Retention Schedule for Readers’ Sign-in Register:

1 Completed Registers are securely archived and retained indefinitely for future archival research or exhibition purposes (after 50 years).

Version 3, S. Fitzpatrick, Librarian
8 May 2018