

**APPENDIX F**  
**Generating Patron Contact List Reports**

**POLICY 1060**

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This information is intended for Assistant Regional Directors who are responsible for generating the patron contact list reports after the Library Manager/Director requests have been approved by the Regional Director.

**When reports are generated:**

Upon receipt of the approved **Request Form for Patron Contact List Report** (see Appendix F) from the Regional Director.

**Who can generate the report:**

Assistant Regional Director

**Who the report is sent to:**

The Library Manager/Director named on the **Request Form for Patron Contact List Report** (see Appendix F).

**Options for generating reports:**

Patron contact list reports can be generated from the automated library system or from Director's Station.

**Retention period for the report:**

Maximum of one month after the project is completed.