

DATABASE MANAGEMENT

Integrity of the database is vital to the successful use of the System.

I. STANDARD RULES OF ENTRY

1. Each Participating Library, while retaining the right to practice whatever individual local policies may be desired, must follow the standardized rules established for uniform entry.
2. MLS will monitor entries and enforce corrections or changes as necessary.

II. BIBLIOGRAPHIC RECORDS

Records may be entered only by persons, authorized by SWAN/MLS staff, in accordance with the most current edition of the SWAN Data Entry Manual.

III. PATRON RECORDS

1. It is the exclusive right and obligation of the FULL PARTICIPANTS and ENHANCED ACCESS PARTICIPANTS at which a patron's card is issued to enter, change, or delete that patron's record in accordance with the rules set forth in the SWAN Procedures Manual.
2. The Illinois Library Records Confidentiality Act applies in all instances.

IV. RIGHT OF FULL AND PARTIAL PARTICIPANTS

A participant library's item and patron records are stored in the System. The Library has the right to have copies of its data excerpted from the database, as well as to receive a copy of the bibliographic titles for records owned by the Library in mutually agreed upon electronic or other format, with the appropriate charges to be determined.

V. COST FOR DATA DELETION AND RESTORATION

A one-time penalty fee of \$500 be charged to any librarr responsible for any actions that corrupt data or deprive access to data for the entire membership, and result in Innovative staff having to correct the problem.