

Palos Verdes Library District Enterprise Systems – Updated 8-13-21

| Vendor | Product | System Purpose | Categories | Custodian | Frequency Data is Collected | Frequency Data is Updated |
|---------------|---------------------------------|--|--|----------------------------|-----------------------------|---------------------------|
| SirsiDynix | Symphony | Database that contains all of our patron information | Name, phone number, email, mailing address, fines, borrowing records, data on the library catalog, purchasing data for items in the library collection | Digital Services | Daily | Real Time |
| Google | Google Apps for Business | Email, online documents, spreadsheets, forms, incident reports, volunteer applications and purchase order system | Name, phone, email address | Digital Services | Daily | Real Time |
| Mailchimp | Email Newsletter System | Build newsletters and manage email lists | Name, email address | Digital Services | Daily | Daily |
| Demco | Sign Up and D!bs | Event calendar and registration, study room reservations | Name, email address | Digital Services | As needed, Daily | As needed, Daily |
| Intuit | QuickBooks | Financial Management | General Ledger, Budgeting, Purchasing, Accounts Payable, Accounts Receivable, Cash Collections | Finance | Daily | Daily |
| Square | Square | Credit card and debit payment processing, passport appointment booking | Name, phone, email address for passports, credit card numbers at terminals for service desks | Finance & Digital Services | Daily | Daily |
| ATSONdemand | Job Applicant Tracking Software | Job Applicant Tracking | Name, phone, email address, mailing address | Human Resources | As needed | As needed |
| Mitel | ShoreTel VoIP | Phone System | Name, phone, email address, mailing address | Information Technology | Daily | Daily |
| Rosetta Stone | Rosetta Stone | Language learning | Email address | Digital Services | Daily | Daily |

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|--------------|-------------------|--------------------------------|--|----------------------------|-------|-------|
| Overdrive | Overdrive | eBooks | Email address | Digital Services | Daily | Daily |
| Linkedin | Linkedin Learning | Video Tutorials | Email address | Digital Services | Daily | Daily |
| Midwest Tape | Hoopla | eBooks, Comics, Movies & Music | Email address | Digital Services | Daily | Daily |
| Kanopy | Kanopy | Movie streaming | Email address | Digital Services | Daily | Daily |
| OCLC | Tipasa | Interlibrary Loan | Name, phone number, email address | Digital Services | Daily | Daily |
| Propay | Propay | Online payment processing | Name, Email address, phone number, address, and credit card number | Finance & Digital Services | Daily | Daily |