

Library

Acquisition Records

Schedule GS15 Item #1

This record series consists of records relating to the acquisition of library materials including, but not limited to, books, periodicals, software, compact discs, videotapes, audiotapes, and film. These records may include the accession date, publisher and cost, date entered into or removed from the collection, and method of final disposal.

Retention Period: Record Copy: 3 fiscal years. Duplicates: Retain until obsolete, superseded or administrative value is lost.

Annual Reports

Schedule GS15 Item #2

This record series consists of annual library reports relating to library statistics or expenditures, circulation, attendance, print and non-print inventory, services and/or programs and other pertinent information.

Retention Period: Record Copy: 3 fiscal years. Duplicates: Retain until obsolete, superseded or administrative value is lost.

Catalog Records

Schedule GS15 Item #3

This record series consists of electronic or physical records identifying and describing books and other materials in library collections.

Retention Period: Retain for life of material.

Circulation Records

Schedule GS15 Item #4

This record series consists of physical and electronic records of the loan of materials to library users, including records of overdue or delinquent materials.

Retention Period: Record Copy: Retain until transaction completed. Duplicates: Retain until obsolete, superseded or administrative value is lost.

Donation Records

Schedule GS1-SL Item #342

This record series documents donations of funds, property, historical documents, artifacts, or other items of long-term value or significance to a public agency or institution including, but not limited to, donations to the collections of cultural heritage institutions such as public archives and museums. The series may include, but is not limited to, correspondence; deeds of gift and/or other transfer documentation; description and/or value of item(s) donated; and documentation of the purpose of the donation and any limitations/restrictions on use. See also "ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS."

Retention Period: PERMANENT.

Equipment Use Records

Schedule GS15 Item #5

This record series consists of records of the loan or use of library equipment by the public and may include the loan or use of public access computers, DVD or video tape players, cassette tape recorders and film projectors.

Retention Period: Record Copy: Retain until obsolete, superseded, or administrative value is lost. Duplicates: Retain until obsolete, superseded or administrative value is lost.

Financial Obligation Clearance Records

Schedule GS5 Item #10

This record series consists of forms that are maintained by the Learning Resource Center and are completed whenever students are cleared of their library fines. After clearance, the forms are sent to the Registrar's Office so that the hold can be lifted from the student's file.

Retention Period: 5 fiscal years after clearance provided applicable audits have been released.

Fines And Replacement Charge Records

Schedule GS15 Item #6

This record series consists of records relating to payments for fines and replaced library materials and may include records relating to the withdrawal of materials from the inventory or catalog.

Retention Period: Record Copy: 3 fiscal years provided applicable audits have been released. Duplicates: Retain until obsolete, superseded or administrative value is lost.

Interlibrary Loan Request Records

Schedule GS15 Item #7

This record series consists of physical or electronic forms used by a library to request the loan of books or materials from another library.

Retention Period: Record Copy: Retain until transaction has been completed. Duplicates: Retain until obsolete, superseded or administrative value is lost.

Program Registration Records

Schedule GS15 Item #8

This record series consists of registration records for library sponsored events and may include sign-up sheets or completed registration forms with participants' personal information.

Retention: Record Copy: 30 days. Duplicates: Retain until obsolete, superseded or administrative value is lost.

Reference Request Records

Schedule GS15 Item #9

This record series consists of physical or electronic records of reference requests submitted by library users.

Retention Period: Record Copy: Retain until obsolete, superseded, or administrative value is lost. Duplicates: Retain until obsolete, superseded or administrative value is lost.

User Application: Automated System

Schedule GS15 Item #10

This record series consists of forms submitted by individuals to request borrowing privileges from a library. Applications may include the individual's name, address, telephone number, date of birth, and/or social security number. For automated circulation systems the application may only be used to provide information for data input to establish electronic User Registration records.

Retention Period: Record Copy: Retain until verification of data input. Duplicates: Retain until obsolete, superseded or administrative value is lost.