Bibliographic Record Retention Policy

Long Overdue and Lost Item Purge

Checked out items will be suppressed from the catalog monthly after having been overdue for a year. The items will remain visible in the staff client catalog. Items will be automatically unsuppressed if returned and checked in.

Items will be removed from the database monthly when they exceed five years overdue. The items will be checked in which triggers the following actions:

- The checkout will be removed from patron record
- The item bill will be cleared from the patron record
- Overdue fines may be assessed according to the owning library's fine policy

Local Option

A library may elect to retain bills for their items on patron records when the items are deleted.

Missing, In Transit, Lost and Paid and Claims Returned Purge

Missing, In Transit, Lost and Paid and Claims Returned items will be purged after one year of being in the status.

Bibliographic Record Purge

Newly created bibliographic records with no attached items will be purged after one week. A bibliographic record will automatically be purged after the last attached item is removed.

Approved at Annual Meeting, June 4, 2020