

OP2280 LIBRARY SYSTEMS

Records documenting the administration and management of library systems.

Includes integrated library system management, electronic resources management and library system support.

Example documents: correspondence.

Correspondence includes paper, email and other electronic communication.

OPR - Head, Library System

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	Integrated Library System - Acquisition Module	ET + 1	6	D	NO
	<i>Paper acquisition records see OP2210. Financial records related to acquisition please use AD2500 or AD2550.</i>				
	<i>ET Definition: Subscriptions to electronic resources discontinued or purchasing activities of monographs and serials completed.</i>				
32	Integrated Library System - Catalogue Module (QCAT)	ET + 0	0	D	NO
	<i>Records documenting the management and maintenance of Queen's University Library Catalogue.</i>				
	<i>ET Definition: Print or electronic resources no longer exist.</i>				
33	Integrated Library System - Circulation Module	ET + 5	0	D	NO
	<i>Records consist of circulation data. Financial records such as fines please use AD2500 or AD2550.</i>				
	<i>ET Definition: Resources returned with no outstanding charges or fines are paid in full.</i>				
34	Integrated Library System - Patron Data	ET + 1	0	D	PIB
	<i>ET Definition: Patron account expires.</i>				

GLOSSARY

FY = Fiscal Year (May 1 to April 30)

AY = Academic Year (September 1 to August 31)

CY = Calendar Year (January 1 to December 31)

ET = Event Trigger

OPR = Office of Primary Responsibility

DP = Special Disposition Plan

AR = Transfer to Archives

D = Destroy / Delete

PIB = Personal Information Bank

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
35	Electronic Resources Management <i>Used for e-journals and e-books etc.</i> <i>ET Definition: Subscription expires.</i>	ET + 1	0	D	NO
36	Systems Support Files <i>ET Definition: Inquiries closed.</i>	ET + 3	0	D	YES

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