

OP2210 LIBRARY COLLECTION DEVELOPMENT AND MANAGEMENT

Records documenting the development and management of collections by the University libraries.

Include acquisitions of library material or other media.

Not used for Acquisition Budget Planning. See AD2100.

Not used for Cataloguing. See OP2280.

Example documents: correspondence.

Correspondence includes paper, email and other electronic communication.

OPR - University Librarian or Library Unit Head

(Unless otherwise assigned, see below)

NO.	TYPE OF RECORD	Active yr(s)	Semi-Active	Dis-position	Personal Info
31	Library Resources Review Files	ET + 0	0	D	NO
<i>Records documenting the activities of internal academic reviews on library resources and services to support programs, Ontario Council of Graduate Studies (OCGS) appraisals etc. Also includes assessments of library resources for new academic programs.</i>					
<i>ET Definition: Next review cycle completes.</i>					
32	Electronic Resources Review Files	ET + 3	0	D	NO
<i>Records documenting the selection and assessment of electronic resources. Include licences info, price info, correspondence, spreadsheets, electronic resources management system (e.g. Serial Solutions) etc.</i>					
<i>ET Definition: Subscriptions discontinued.</i>					
33	Acquisition Files	ET + 5	0	D	NO
<i>Records documenting acquisitions of electronic resources, monographs and serials. Include vendor information, correspondence etc. Vendor invoices, see AD2500. Electronic records see OP2280.</i>					
<i>ET Definition: Subscriptions to electronic resources discontinued or purchasing activities of monographs and serials completed.</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
34	Library Trust Funds Files	ET + 2	0	AR	YES
<p><i>Records include trust fund report from Advancement, terms of reference, correspondence etc.</i></p> <p><i>ET Definition: Trust Funds cease to exist.</i></p>					
35	Gift Collection History Files	ET + 5	0	AR	YES
<p><i>Records documenting receipts of non-monetary gifts to the library. Include gift collection initiatives, correspondence, Gift-In-Kind Donor Declaration Forms, material lists etc.</i></p> <p><i>ET Definition: Gifts received.</i></p>					

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