

OP2230 LIBRARY ACCESS SERVICES

Records documenting library access services by the University libraries.

Include physical access to and circulation of library resources, laptop computers and equipment; interlibrary loan / document delivery services; study room booking program and so on.

Not used for Library Security. See OP2100.

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 Card Application Files | AY + 1 | 0 | D | YES |
| <i>Used for issuing of library card to community patrons. Also used for Inter-University borrower's cards and proxy patron applications.</i> | | | | | |
| 32 | Circulation Files | AY + 1 | 0 | D | YES |
| <i>Used for paper records documenting circulation of library materials (e.g. print and microform resources, multimedia etc.). Also include paper records documenting Course Reserve, Interlibrary Loan / Document Delivery Services. Electronic circulation records and patron database, see OP2280.</i> | | | | | |
| 33 | Library Fines Management | FY + 1 | 0 | D | YES |
| <i>Includes fines journals, medical notes, fines appeal forms, etc. Used for paper records only. Electronic fines transactions records, see OP2280.</i> | | | | | |
| 34 | Laptop Loan / Study Space Application | AY + 1 | 0 | D | YES |
| <i>Used for laptop computer loans, study room and research carrel applications.</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

OP2230 was approved on 09/02/2009.