

5.2 LIBRARY SERVICES

The activity of circulating a collection of materials. Includes public, school and internal agency libraries.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 15021 Rev. 0	<p>Catalog</p> <p>Records describing the library information sources owned by the agency.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OFM</p>
GS 15022 Rev. 1	<p>Circulation</p> <p>Records relating to the borrowing, lending and returning of items in the library's collection.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Item circulation history; • User/patron records (applications for membership, borrower registrations, parent/guardian permissions). <p>Excludes:</p> <ul style="list-style-type: none"> • Interlibrary loans covered by <i>Collection Control (DAN GS 15023)</i>; • Records relating to fines/fees covered by <i>Financial Transactions – General (DAN GS 01001)</i> and <i>Financial Disputes and Collections (DAN GS 01003)</i>. 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

5.2 LIBRARY SERVICES

The activity of circulating a collection of materials. Includes public, school and internal agency libraries.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 15023 Rev. 1	<p>Collection Control</p> <p>Records documenting the physical control of the library's collection.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Accession and deaccession (discard) of items; • Finding aids; • Interlibrary loans; • Shelf list/inventory of holdings. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Acquisition and Disposal – Assets (Other than Real Property) (DAN GS 21001);</i> • <i>Contracts and Agreements (DAN GS 01050) (for agreements relating to bequests);</i> • <i>Inventories – Capital Assets (DAN GS 16008) (for collection items considered capital assets);</i> • <i>Inventories – Supplies, Commodities and Parts (DAN GS 16004) (for collection items not considered capital assets).</i> 	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR