

Geauga County Public Library  
Operating Policy Manual

SECTION: RETENTION OF CIRCULATION RECORDS  
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Circulation records and other records identifying the names of library users with specific materials are retained while the materials are charged to a patron and when materials are returned until of no further administrative value. The current ILS system retains patron information on items until the item is checked out to another patron so the patron may be contacted if patron-owned items are found with the library materials, if pieces or parts are missing, or if damage is found to the library material while it is being returned to the shelf.

If an item is returned late and the fine is not paid or if an item is returned damaged and the fees are not paid, the library will retain the record until the matter is resolved.

See:

Policy #370 – Retention and Disposal of Records

Policy #710 – Confidentiality and Storage of Patron Personal Information  
and Circulation Records

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