

Geauga County Public Library  
Operating Policy Manual

SECTION: RETENTION OF CIRCULATION RECORDS  
NUMBER: 712  
EFFECTIVE DATE: DECEMBER 17, 2019

PAGE: 1 of 1

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.

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

Revised December 17, 2019  
Revised March 18, 2014  
Approved January 1, 1994