

ILS Records Management - Records Deletion Plan

In order to best facilitate searching and finding of bibliographic and item records for customers, we will delete inactive items and empty bibliographic records on a regular basis.

Item Deletions

The process begins with deleting inactive items. Inactive items are items that have had the following statuses for at least 2 years:

- Damaged
- Lost and Missing
- Lost and Paid
- Lost to Patron
- Missing
- Withdrawn

In the case of items that are Lost to Patron (still on the customer's account), the item will be automatically replaced with a Manual Fine for the replacement cost. In the case of items that have unpaid fines still on customer accounts, the fines will also be replaced with a Manual Fine for the same amount of the fine.

The first round of item deletions will have an inactive date of 8/1/2017 or prior, which is 2 years prior to 8/1/19. After that, inactive items will be deleted on a monthly basis during the first week of the month, using a date of the first day of the month 2 years prior.

BID Deletions

After inactive items have been deleted, the next step is deleting empty bibliographic records. Bibliographic records will be deleted after being empty for 2 years. Records excluded from deletion are as follows:

- BID numbers higher than [250,000], to be increased by 25,000 each month until the BID reaches 450,000, at which time we will reevaluate what is being deleted
- Eresource records (which must remain but have no items attached)
- ILL records
- Microform records

The first round of BID deletions will have an inactive date of 7/1/2016 (3 years) to minimize the number of records initially processed. Thereafter, inactive BIDs will be deleted on a monthly basis during the first week of the month, using a date of the first day of the month 2 years prior.

Cataloging can also delete BID records on a case by case basis to support the work of Collection Development.

Obsolete Location Codes and Media Codes

Occasionally location codes and media codes may outlive their usefulness in our system. In this case, we will take a more aggressive approach to deleting items that fall in those categories. Once a code has

been deemed obsolete by Access Services, Collection Services and Development, and IT, all items with an inactive status and an action date 30 days prior will be deleted on a monthly basis until the code has no items remaining. At that point the code will be deleted from the database so that no items can accidentally receive that code. However, the location and media codes called Miscellaneous must always be retained for the system to work properly and due to how materials are purchased and processed.

Example 1 of Manual Fines replacing Lost Items:

Search

Key: Term(s):

Title: Author: Call #:

BID: ISBN: Pub Date:

Circ History Counts

Circ: Holds: Cum Circ: In House:

Title Level Holds

Current #:

Branch	Location	Call Number	Item Number	Status	Date	Media	Circ Count	Holds Count	Cum Circ	In House Ci
AL	ANF	597.9097 B419a	58703458	Lost	10/15/2013	BK	0	0	22	0

Customer record before delete:

Registration

Type: Status:

Deposit Balance \$0.05

Title	Call Number	Item Number	Status	Charge Date	Due Date	Fee Total	Branch	Location	Media
Bridget Jones's diary	791.43 B8519b VIDE	77148370	Lost	9/10/2013	9/24/2013	\$14.95	SO	ANF	RDVD
Erin Brockovich	791.43 ER68e VIDEO	84017063	Lost	10/4/2013	10/18/2013	\$12.95	AL	ANF	RDVD
The Audubon Society field guide to Nc	597.9097 B419a	58703458	Lost	10/15/2013	10/29/2013	\$15.45	AL	ANF	BK
Frog song.	J597.89 G944f TWEEI	82812424	Lost	10/15/2013	10/29/2013	\$17.95	AL	TNF	BK
Frogs and other amphibians.	J597.8 R3128f	78825927	Lost	10/15/2013	10/29/2013	\$9.35	AL	JNF	BK
Baby day by day: in-depth, daily advic	649.122 B115bd	83082159	Lost	10/23/2013	11/6/2013	\$40.00	SO	ANF	BK

After:

Registration

Type: Status:

Deposit Balance \$0.05

Title	Call Number	Item Number	Status	Due/NNY/Posted	Fines	Fees	Branch	Location	Media
Bridget Jones's diary	791.43 B8519b VIDE	77148370	Lost	8/29/2014		\$14.95	SO	ANF	RDVD
Erin Brockovich	791.43 ER68e VIDEO	84017063	Lost	8/29/2014		\$12.95	AL	ANF	RDVD
Frog song.	J597.89 G944f TWEEI	82812424	Lost	8/29/2014		\$17.95	AL	TNF	BK
Frogs and other amphibians.	J597.8 R3128f	78825927	Lost	8/29/2014		\$9.35	AL	JNF	BK
Baby day by day: in-depth, daily advic	649.122 B115bd	83082159	Lost	8/29/2014		\$40.00	SO	ANF	BK
Complete dog care.	636.70887 C7375c	83323728	Lost	8/29/2014		\$18.95	AL	ANF	PBK
The Audubon Society field guide to Nc		#1200000044717	Manual Fine	8/29/2014	\$15.45		AL		

When in Fines, the manual fine displays the item number in the Notes field:

Registration

Deposit Balance \$0.05

Title	Call Number	Item Number	Status	Assessed Date	Fines Total	Fines Paid	Notes	ID	Branch
The Audubon Society field guide to Nc		#1200000044717	Manual Fine	10/15/2013	\$15.45	\$0.00	58703458	rsr	AL

Example 2 of Manual Fines replacing Lost Items:

Search

Key: Term(s):

Searcher Back

Title:

Author:

Call #:

BID: ISBN: Pub Date:

Circ History Counts

Circ:

Holds:

Cum Circ:

In House:

Title Level Holds

Current #:

Holds

Quick Maint

Branch	Location	Call Number	Item Number	Status	Date	Media	Circ Count	Holds Count	Cum Circ	In House Cir
AL	ANF	551.553 M911t	59036676	Lost	7/14/2014	BK	0	0	17	0

Customer record before delete:

Type:

Status:

Registration

☐ All (4) ☐ Charges (0) ☐ Overdues (0) ☐ Fines (0) ☐ Lost (4) ☐ Requests (0) ☐ Claimed (0) ☐ Deposit Balance \$0.00

Title	Call Number	Item Number	Status	Charge Date	Due Date	Fee Total	Branch	Location	Media
Twisters in the heartland.	551.553 M911t	59036676	Lost	7/14/2014	7/28/2014	\$18.95	AL	ANF	BK
Into the fire: a first-hand account of the r	958.1047 M6123i BIOC	81964283	Lost	7/14/2014	7/28/2014	\$27.00	AL	ANF	BK
In the shadow of the tornado: stories ar	551.553 B399i	82800809	Lost	7/14/2014	7/28/2014	\$11.95	AL	ANF	PBK
Weathering the storm: tornadoes, telev	551.6309 EN58w BIOC	82697924	Lost	7/17/2014	7/31/2014	\$14.95	AL	ANF	BK

After:

Type:

Status:

Registration

☒ All (4) ☐ Charges (0) ☐ Overdues (0) ☐ Fines (3) ☐ Lost (1) ☐ Requests (0) ☐ Claimed (0) ☐ Deposit Balance \$0.00

Title	Call Number	Item Number	Status	Due/NNA/Posted	Fines	Fees	Branch	Location	Media
In the shadow of the tornado: stories ar	551.553 B399i	82800809	Lost	9/27/2014		\$11.95	AL	ANF	PBK
Twisters in the heartland.		#1200000044721	Manual Fine	9/27/2014	\$18.95		AL		
Into the fire: a first-hand account of th		#1200000044724	Manual Fine	9/27/2014	\$27.00		AL		
Weathering the storm: tornadoes, telev		#1200000044771	Manual Fine	9/30/2014	\$14.95		AL		

When selecting Fines, the Notes field shows the item number associated with the fine.

Registration

☒ All (4) ☐ Charges (0) ☐ Overdues (0) ☐ Fines (3) ☐ Lost (1) ☐ Requests (0) ☐ Claimed (0) ☐ Deposit Balance \$0.00

Title	Call Number	Item Number	Status	Assessed Date	Fines Total	Fines Paid	Notes	ID	Branch
Twisters in the heartland.		#1200000044721	Manual Fine	7/14/2014	\$18.95	\$0.00	59036676	rsr	AL
Into the fire: a first-hand account of th		#1200000044724	Manual Fine	7/14/2014	\$27.00	\$0.00	81964283	rsr	AL
Weathering the storm: tornadoes, telev		#1200000044771	Manual Fine	7/17/2014	\$14.95	\$0.00	82697924	rsr	AL