

LINCOLN CITY LIBRARIES
LINCOLN, NEBRASKA

POLICY TITLE: Authorization to Purge Fees from Library Circulation Records

PURPOSE:

The policy defines the conditions under which the Library Director is authorized to purge fees from circulation records in order to write off uncollectible accounts.

IMPLEMENTATION:

Review of circulation records containing outstanding accounts on a monthly basis. Purge outstanding accounts monthly where card holder has not checked out materials in the previous seven years.

Report dollar amount purged to Library Board on a monthly basis.

Library OneCard accounts, and student accounts associated with any other school district partnerships, shall be purged from the ILS on a monthly basis to remove accounts of students no longer enrolled. Purged records are to be retained for seven years or as indicated by current record retention schedule.

ADOPTED BY LIBRARY BOARD: March 19, 1996

LAST REVISED: April 12, 2024

LAW DEPARTMENT REVIEW: April, 2024