

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.

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| Revised/Approved by Library Board: | April 12, 2024 |
| Reviewed by Law: | April, 2024 |
| Adopted by Library Board | : March 19, 1996 |