Academics   Library

Library14   Systems

Library14.1   Statistic Reports

*All reports relating to the use of the library technology.
Reports may include but are not limited to help call statistics,
use of on and off campus resources and printer statistics.*

Retain three years.

Library1   Acquisitions

Library1.1   Order Files

*All documentation (paper and electronic) relating to the
acquisition of materials for the library.*

Cut off at the end of the fiscal year
and retain one year (Original in
Finance).

Library1.2   Ledger Records

*Handwritten copy of bills received documents invoices order
numbers of all documentation of order information sent to
finance.*

Cut off at the end of fiscal year
and retain four years (Original in
Finance).

Library1.3   Posting Logs

*Log from financial transactions posted to Library System
software. Log created each time a transaction is posted by
acquisitions staff.*

Cut off at the end of fiscal year
and retain one year. (Original in
Finance).

Library1.4   American Express Expense Reports

*Reports documenting charges for library materials made
using the library's American express credit card.*

Cut off at the end of the fiscal year
and retain one year. (Original in
Finance).

Library2   Cataloging

Library2.1   OCLC and NELINET Files

All documentation relating to Stonehill's association with OCLC and NELINET. File may include but is not limited to profiles, passwords, correspondence and statistics.

Retain until updated, superseded or no longer of administrative value.

Library2.2   Cataloging Instructions

All documentation relating to cataloging materials acquired by the Stonehill College Library.

Retain until updated, superseded or no longer of administrative value.

Library2.3   Barcode Information

All documentation related to barcodes used on library materials. Includes but is not limited to ordering of barcodes and how items are bar-coded.

Permanent.

Library2.4   Cataloging Software

All information relating to software used by department to catalog materials held by the Stonehill College Library.

Retain until updated, superseded or no longer of administrative value.

Library2.5   Statistical Reports

Statistical tally sheets of items cataloged by department.

Retain three years.

Library3   Circulation

Library3.1   Reserves

Library3.1.1   Course Reserve Files

Lists and other documentation relating to materials put on reserve for courses.

Cut off at the end of fiscal year and retain two years.

Library3.1.2   ERES Course Files for copyright permission

All documentation relating to copyright permissions required before putting materials on ERES.

Cut off at the end of the fiscal year and retain two years.

Library3.1.3   Copyright Invoices

Invoices relating to requests for copyright permissions relating to ERES materials.

Cut off at the end of the fiscal year and retain one year.

Library3.1.4   Reserve List Statistics

Electronic statistics managed in Millennium system of reserves.

Retain three years.

Library3.2   Log Records

Library4.2.1   Visitor Log Sheets

Logs of non-Stonehill visitors to the library.

Cut off at the end of the fiscal year and retain two years.

Library3.2.2   Reference Computer Log Sheets

Logs of non-Stonehill visitors signed on to Reference computers.

Cut off at the end of fiscal year and retain two years.

Library3.3   Circulation Files

All documentation relating to the circulation of library materials.

Retain three years.

Library3.4   Hold Records

All documentation relating to holds by library against student registration or graduation because of unreturned items and/or fines due.

Cut off at the end of the fiscal year and retain three years.

Library3.5   Inventory Records

All documentation relating to inventorying circulating materials held by the library. Usually one quarter of collection is inventoried at a time and file may include but is not limited to shelf list printout of problems, verifying inventory and information cataloging.

Retain five years from completion of next inventory.

Library3.6   Shelving Statistics

Reports of materials re-shelved kept in the Library System software.

Retain three years.

Library3.7   Incident Reports

Reports of problems that occur at the library, usually gate alarms. All serious incidents are handled by Campus Police.

Cut off at the end of the fiscal year and retain one year.

Library3.8   Student Training Materials

All materials relating to training student workers hired to work at the circulation desk.

Retain until updated, superseded or no longer of administrative value.

Library3.9   Financial

Library3.9.1   Cash Drawer Accounting Records

Ledger of daily balance of the libraries cash drawer indicating all moneys collected from the previous day.

Cut off at the end of the fiscal year and retain one year.

Library3.9.2   Fine Receipts

Receipts for fines collected by the circulation desks for late or lost books.

Cut off at the end of the fiscal year and retain one year.

Library3.9.3   Book Replacement Receipts

Receipts of payments for books lost by patrons.

Cut off at the end of the fiscal year and retain three years.

Library4   Periodicals

Library4.1   Subscription Files

All documentation relating to annual renewals or cancellations of serial subscriptions received in paper and /or electronic format.

Retain current plus five years.

Library4.2   Newspaper Subscriptions

All documentation relating to subscriptions by the Stonehill College Library to various newspapers.

Retain current plus two years.

Library4.2.3   Group Study Room Log Sheets

Logs of persons using group study rooms.

Cut off at the end of fiscal year and retain one year.

Library4.3   Discontinued Subscriptions

All documentation relating to cancellations by the Stonehill College Library to various newspapers.

Retain two years from date of cancellation.

Library4.4   Request Files

Annual file of requests by faculty for library subscriptions to various publications.

Retain current plus five years.

Library4.5   Reshelving Statistics

Statistical information relating to the refilling of periodicals on the first and second floor. Statistics are kept in paper format and compiled annually into a separate spreadsheet for analysis.

Paper File-Cut off at the end of the fiscal year and retain three years. Electronic file- permanent.

Library5   Reference

Library5.1   Interlibrary Loan Transactions

All documentation relating to requests for Stonehill materials from outside institutions and requests for Stonehill materials from outside institutions.

Cut off at the end of fiscal year and retain three years.

Library5.2   Reference Questions Statistics

Statistical Reports of questions received by reference staff. Includes daily paper log of questions by category which are then summarized into an electronic spreadsheet.

Daily sheets- cut off at the end of the fiscal year and retain one year Electronic file-permanent.

Library5.3   Reference Desk Calendars

Calendars that include bookings for Bibliographic Instruction room, reference staff schedules, etc.

Retain two years.

Library5.4   Reference Desk Schedules

Semester schedules for reference desk coverage.

Retain until no longer of administrative value.

Library5.5   Bibliographic Instruction Classes

Files related to Bibliographic Instruction classes held by the library.

Retain until no longer of administrative value.

Library5.6   Library Class Assignments

Copies of assignments given by faculty to students that involve work in the library. Arrange by semester.

Cut off at the end of the fiscal year and retain five years.

Library5.7   Weeding Records

All documentation relating to the weeding of materials from the reference collection. File may include but is not limited to meeting minutes, correspondence, disposition materials and reports.

Monthly weeding assignments- retain until no longer of administrative value Weeding Ballots/Database-Permanent.