

Provost and Vice Chancellor for Academic Affairs
Library and Information Services (Lovejoy Library)
Access Services

810.01 Circulation Databases (Electronic Media) (Originals)

Dates: 1980-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological /Numerical

This series contains the electronic databases constructed and maintained by the library as indexes and finding aids for its catalogue holdings, related patron files (listing names of patrons, social security nos., addresses, and other identifying information), and as systems interfaced with library check-out systems and rules. Also included is a database used for tracking local library circulation of materials other than books, such as CD's government documents, and maps. The databases comprising the series are backed up on computer tapes rotated at off-site locations in weekly and monthly cycles as determined by the database administrator(s). The tape rotations ensure access to the complete databases at all times.

Recommendation: Retain for five (5) years lapsed from the date of data entry then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

(All computer and/or digital media maintenance and preservation procedures are to be fully applied. If equipment and programs which provide access to the database(s) involved are updated or replaced, the existing data must remain accessible in the successor format for the duration of the approved retention period.)

Disposition Approved as Amended 08/20/08

810.02 Circulation Reserve System Forms (Originals)

Dates: 1972-
Volume: 4 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical

The forms in this series are used to reserve materials for university faculty research and instruction. The reservations are renewable quarterly.

Recommendation: Retain in office for four (4) months, then dispose of.

Disposition Approved 08/20/08

810.03 Courtesy Borrowing Files for Alumni and Friends of the Library (Originals)

Dates: 1988-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical

This series contains the applications and lists of borrowers maintained to administer borrowing privileges granted to alumni and Friends of the Library (i.e., library foundation donors).

Recommendation: Retain the applications for one (1) year following expiration, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Retain the lists of borrowers for five (5) years then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

810.04 Interlibrary Loan Files

Dates: 1965-
Volume: 588 Cubic Feet
Annual Accumulation: 12 Cubic Feet
Arrangement: Chronological/Numerical

This record series item consists of forms documenting a library requesting material from (borrowing), or supplying material to (lending), another library. Transactions may include books, journals, photocopies and copyrighted material.

Recommendation: Retain in office for three (3) years after the date of transaction, then destroy in a secure manner, or delete from system, provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved as Amended 10/19/16

810.005 Overdue or Replacement Item Notices and Invoices

Dates: 2000-
Volume: 6 Cubic Feet/1.8Gigabytes
Annual Accumulation: Negligible /90 Megabytes
Arrangement: Chronological/Alphabetical

This record series consists of itemized notices and invoices sent to patrons of SIUE Lovejoy Library and other libraries regarding overdue materials or materials returned damaged. Materials may include books, journals, media equipment, or any other library property the Lovejoy Library allows patrons to borrow. Notices may contain, but are not limited to: borrower's information; date of loan; list of overdue or damaged materials, due date; unpaid fines; replacement costs based on classification/material type; other applicable charges/fees; and other related supporting documentation and correspondence.

[Note: Unpaid fines, replacement costs, and processing fees are transferred to SIUE's Bursar's Accounts Receivable office for further collection and/or

legal action. If materials have not been returned or replacement costs and other charges paid ninety (90) days after the due date, then legal action will be initiated pursuant to University policies and the provisions of the *Criminal Code of 2012* (720 ILCS 5/16-3).]

Recommendation: Retain for six (6) fiscal years after the date of payment or settlement has been reached or all legal action has been exhausted in compliance with the Uncollected State Claims Act (30 ILCS 205/2), whichever is applicable, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

Disposition Approved as Amended 6/17/2020

810.006 Financial Payment Receipts (Agency Record Copies)

Dates: 1999-

Volume: 2 Cubic Feet/ 600 Megabytes

Annual Accumulation: Negligible/ 90 Megabytes

Arrangement: Chronological

This record series consists of agency record copies of financial payment receipts (e.g., cash, check, money order, debit/credit/prepaid card, SIUE/Cougar card, or other method) retained by Lovejoy Library's Access Services for transaction payments of charges and fees made by patrons for: overdue materials; replacement of lost or damaged materials; faxing; Interlibrary Loan; 3-D printing; and any other miscellaneous charges, fees or costs. The record does not contain Cardholder Data as defined by Payment Card Industry (PCI) Data Security Standard, v3.1, and all subsequent versions of this standard. Lovejoy Library deposits all revenue from library services with SIUE's Office of the Bursar.

[Note: Original financial payment receipts are retained by the Office of the Bursar for six (6) fiscal years per item 120.01 of State Records App. No. 07-11.]

Recommendation: Retain for six (6) fiscal years after the date of the transaction, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

Disposition Approved 6/17/2020

810.007 Higher Education Consortium (HEC) Card Application Files

Dates: 2010-

Volume: 1 Cubic Feet/ 300 Megabytes

Annual Accumulation: Negligible/Negligible

Arrangement: Chronological/Alphabetical

This record series consists of applications submitted by SIUE faculty to Lovejoy Library to obtain a Higher Education Consortium (HEC) card, which allows faculty to have access to general and special collections of member institution libraries. The Higher Education Consortium of Metropolitan St. Louis was established to foster working relationships among local universities, community colleges, and educational institutions. Approved HEC cards are valid for one (1) year and must be renewed annually.

Recommendation: Retain one (1) year after expiration of the HEC card, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

Disposition Approved 6/17/2020

810.008 Library Material Loan Permit Application Files

Dates: 2010-

Volume: 1 Cubic Feet/ 300 Megabytes

Annual Accumulation: Negligible/Negligible

Arrangement: Chronological/ Alphabetical

This record series consists of applications submitted by individuals to Lovejoy Library to obtain a loan permit, which allows current students or other affiliated borrowers to access library materials outside normal patron usage (e.g., Educard, students finishing an incomplete grade, affiliated borrowers and other miscellaneous exceptions). Loan permits are approved on an individual/special case basis and are valid for a maximum of one (1) year.

Contents of this record series may include, but are not limited to: loan permit applications (e.g., name, University ID number (if applicable), date, phone number, email address) and a copy of the loan permit.

Recommendation: Retain one (1) year after expiration of loan permit, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been

or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

Disposition Approved as Amended 6/17/2020

810.009 Library Proxy Request Forms

Dates: 2010-

Volume: Negligible

Annual Accumulation: Negligible

Arrangement: Chronological/ Alphabetical

This record series consists of library proxy forms completed and submitted electronically by a member of SIUE's faculty or staff requesting authorization for a proxy borrower to pick up/borrow library materials on his or her behalf. Proxy borrowers receiving materials must be a valid SIUE student, staff, or faculty member in good standing (subject to verification by Access Services). After the proxy information is entered into the Library's circulation system, privileges will be in effect for the specified proxy duration period. Proxy materials are subject to all circulation policies and may be used only for circulating and interlibrary loan items.

Library Proxy Request Form data may include: name of requesting SIUE faculty or staff member with his/her University ID number, phone number, and email address; department name; academic term; duration of proxy (one transaction only or entire semester); proxy borrower's name and University ID number; SIUE faculty or staff member's authorization/acknowledgement statements; and other information pertinent to the proxy request.

Recommendation: Retain for one (1) year after proxy period expiration date, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

Disposition Approved 6/17/2020

810.010 Special Loans of Non-Circulating Item Forms

Dates: 2016-

Volume: 1 Cubic Feet/ 17 Gigabytes

Annual Accumulation: ½ Cubic Feet/ 8.5 Gigabytes

Arrangement: Chronological/Alphabetical

This record series consists of forms documenting non-circulating items checked out by patrons. These special loans are approved on an

individual basis at the discretion of the corresponding SIUE subject librarian. Forms generally include: name of borrower, material type and identification, University ID number, date, phone number, email address, terms of agreements, and authorizing signatures.

Recommendation: Retain for one (1) year after expiration of the terms of the respective loan agreement or the item's return date, whichever is applicable, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

Disposition Approved 6/17/2020

810.011 Fax Cover Sheets and Verification Reports

Dates: 2014-

Volume: 1 Cubic Feet

Annual Accumulation: .5 Cubic Feet

Arrangement: Chronological/ Alphabetical

This record series consists of cover sheets and verification reports for outgoing faxes sent by library personnel on behalf of patrons and at the patrons' expense. Data of these records may include: name and phone number of sender/recipient of fax; phone number to which the fax was transmitted; date and time of transmission; number of pages transmitted per message; confirmation of received message; amount charged; and any other information related to each fax transaction.

Lovejoy Library retains financial payment receipts for this service per item 810.006 of this Records Retention Schedule; and deposits the service's revenue with SIUE's Office of the Bursar via a copy of the collection report.

Recommendation: Retain for three (3) years after date of fax transmission, then destroy or delete/over-write in a secure manner pursuant to the provisions of 44 Ill. Adm. Code 4400.40, provided all audits have been completed, if necessary; no litigation is pending or anticipated; and upon receipt of an approved State of Illinois Records Disposal Certificate.

Disposition Approved 6/17/2020