

Database Clean-up Best Practices and Minimum Requirements

In an effort to keep a well-functioning database and clean-up outdated records, the following is a recommendation of best practices. Minimum requirements shall be enforced at a global level by TLN.

Missing Items

Missing items indicate item cannot be located on the shelf.

Recommended: Remove items that have been missing for 6 months or more.

Minimum Requirement: Remove items that have been missing for 1 year or more.

In-Transit

In-Transit are items in route to or from the library.

Recommended: Remove items that have been in-transit for 1 years or more.

Minimum Requirement: Remove items that have been in-transit for 2 years or more.

Individual Small Bills

Small fees attached to patron records.

Minimum Requirement: All bills less than or equal to \$4.99 and older than 3 years old.

Bills

Bills are all forms of money owed to the library including fines, fees and lost items.

Recommended: All bills that are over 5 years old.

Minimum Requirement: Remove bills that are over 6 years old.

Claims Returned

Claims returned are items claimed to have been brought back by the patron.

Recommended: Remove claims return items that are over 1 years old.

Minimum Requirement: Remove claims return items that are over 2 years old.

Claims Lost

Claims lost are items claimed by the patron as unable to find.

Recommended: Remove claims lost items that are over 5 years old.

Minimum Requirement: Remove claims lost items that are over 6 years old.

Assumed Lost

Assumed lost are items that have not been returned well beyond due date.

Recommended: Remove assumed lost items that are over 5 years old.

Minimum Requirement: Remove assumed lost items that are over 6 years old.