

## 0920 Circulation Records

*Description:* Documents the borrowing of circulating library and archives materials by faculty, students, staff, and other qualified patrons. Records are generally maintained electronically and transaction resolution may delete the active on-line record.

*Examples:* Records (primarily in electronic form) may include name and identification of the borrower; titles of material borrowed; due date; overdue and fine payment notation; if item lost, or temporarily removed from circulation for repair; and related information.

*Retention Period:* **Retain until transaction is completed, and then securely destroy.**