

MHLS Directors Association | Agenda Attachment

Business Meeting of Wednesday, February 13 2025

Action Item #2: Removal of long suppressed items with status of lost missing, billed in transit and discard

Background: We have numerous item records in our database that have been lost, missing, billed etc. for decades. MHLS does suppress these items from public view, but they often remain in the collection indefinitely. If these items are in billed status, and still checked out to the patrons, it makes it impossible to delete the patrons who are expired for more than 3 years with items outstanding for more than 7 years.

Issue: Item records remain in the collection for items that are physically unavailable past reasonable hope for recovery. Processes in maintaining and searching the collection would be more efficient if we could clean these items up with the same regularity as we do with patrons.

Recommendation: Allow MHLS staff to delete records that have the status of Lost & paid, Discard, Claims returned or remain checked out with a Billed status of longer than 7 years. This would become a regular annual maintenance task for MHLS to complete. MHLS will provide a spreadsheet in shelf order that can be filtered to any member library. A period of 4 weeks will be provided for libraries to review/search the records slated for deletion. MHLS will post a notification to the Notices list when the report is ready for review and again 7 days before the scheduled deletion.

Status: Discussed at the RSAC on 01/07/2025. Action Item at the February DA meeting.

Effective Date: Spring 2025