PURGING LOST ITEM RECORDS **(New Procedure)**

To maintain the cleanliness and consistency of the SHARE database, member libraries are responsible for purging lost item records on a regular basis. Items that have not been cleared after several years are often the last item on a bibliographic record, and can cause frustration when searching. Any items in lost status after three (3) years will be deleted by SHARE staff. SHARE will send a report of items scheduled for deletion, for the member library to review and resolve. If the lost items are still in lost status 90 days after notification, SHARE staff will purge the item records.