PURGING LOST ITEM RECORDS

To maintain the cleanliness and consistency of the SHARE database, member libraries are responsible for purging lost item records on an annual 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. When the lost item fee is paid, the item should then be deleted. The patron will then own the item, if it is eventually found. Items that have been in lost status for between one (1) to two (2) years should be deleted by the member library. Any unpaid fines associated with the deleted item will remain on the patron record. 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.