

## Records Management Best Practices: Library Operations

The following best practices were developed in consultation with Reed Library at SUNY Fredonia.

The Director of Reed Library is the official record custodian for the list of records below related to Library Operations records. Any convenience copies of these records located in other University offices should be properly secured while held and properly destroyed when they no longer serve a legal, operational, or historic value.

Records subject to these standards include the following:

- Interlibrary Loan Files
- Catalogs of Holdings
- Circulation and Use Records
- Reference Requests Records
- Collection Acquisition Records
- Serials Subscription Records
- Library Subject and Correspondence Files
- Patron Counts

**Note:** Reed Library retains their records for the statutorily mandated period of time. A department may request a copy of a supporting document, provided it is a public record, by calling (716) 673-3222.