

## Holden Municipal Library

POLICY: Records Retention and Disposition

### General Guidelines and intents

- ◆ This policy sets out the procedures for the management of library records, in compliance with provincial and federal statute, and with the needs of Holden Library.
- ◆ Holden Municipal Library keeps orderly and timely records of the business of the library. The Chief Library Clerk will maintain adequate records to compile and report monthly and annual activities. Current/active records are kept indefinitely.
- ◆ Holden Municipal Library retains records as detailed in the attached schedule. Following the specified retention period, records are either **Destroyed** (shredded), and no copy retained, or kept **Permanently** in **Hard copy** and/or **Electronic form**.
- ◆ The Chief Library Clerk is responsible for the proper and complete retention and/or destruction of the records described in this policy.
- ◆ The Chief Library Clerk has discretion to retain records longer than, but not shorter than, the period provided for in this policy. Records shall be retained/destroyed by complete calendar year.
- ◆ Permanent records are stored at the Village of Holden Office due to space restrictions at the library.

### Access to Library Records

With the exception of those material obtained for the express purpose of provision of Public services, and the minutes of Board meetings, the records of the library are confidential and may be accessed **only** with the permission of the Board

The Chief Library Clerk will present all requests for access to the Library's records to the Board together with any comments or recommendations.

Patrons must be advised of the purposes for which personal information is collected, at the time of registration for membership, either on the registration form, or posted at the registration desk:

"The personal information collected on this application is used to provide you with library services at participating member libraries of Northern Lights Library System and the Regional Automation Consortium. It may be shared with these libraries to verify membership and to collect fines or debt owing, and to provide information about library services and for statistical purposes. It is collected under the authority of Section 32 (c) of the Freedom of Information and Protection of Privacy Act and it is protected under this act. If you have any questions on disclosure or use of this information, please ask your librarian."