



GL3700: Galleries, Libraries, Archives and Museums – Library Management		
University of British Columbia RECORDS SCHEDULE		Schedule Number: GL3700
Primary Title: Library Management		Office of Primary Responsibility (OPR): UBCV: UBCV Libraries and archives managed by UBCV UBCO: UBCO Library
Records supporting the library services to the university. See details below.		
<ul style="list-style-type: none"> • For library systems management see GL3750: Galleries, Libraries, Archives and Museums – Library Systems Management • For conservation activities and digital preservation see GL3600: Galleries, Libraries, Archives and Museums – Conservation and Preservation Management • For copyright advice see AD1150: Administration – Legal Services • For facilities management see PF5100: Property and Facilities Management – Facilities and Lands 		
Vital: Yes		PIB: No
Authority: BoG Policy UP11: Deaccessioning Policy University Act [RSBC 1996] Chapter 468		Date Approved: 20220729
Secondary No.	Secondary Title	Retention, Destruction & Disposition
01	Policies and Procedures	EV+5Y, FR EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	General	EV+5Y, D EV=Date superseded or obsolete
10	Assessment Management Records supporting using data to report on and improve library services.	EV+2Y, SR EV= Date superseded or obsolete SR=UA will selectively retain records from this series
13	Circulation and Access Services	AY+1Y, D



	Include physical access to and circulation of library resources, laptop computers and equipment; interlibrary loan / document delivery services; study room booking program and so on.	For fines program: FY+1Y, D
15	Collections Development and Management	CY+10Y, SR SR=UA will selectively retain records from this series
16	Community Engagement	CY+5Y, SR SR=UA will selectively retain records from this series
20	Committees (Standing and ad hoc)	CY+5Y, SR SR=UA will selectively retain records from this series
25	Gifts and Exchanges	CY+10Y, SR SR=UA will selectively retain records from this series
28	Instruction and Education Services Records includes courses, workshops, as well as librarians' work with faculty to provide support and course-related instructional sessions.	EV+2Y, D EV=Date superseded or obsolete
35	Reference Services Records documenting the reference / research services such as literature reviews, reference exchange at reference/information desk as well as by email, live chat, telephone, or fax.	AY+1Y, D
45	Issues	CY+5Y, D
60	Reports	CY+5Y, SR



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Acronym Key. AY = Academic Year; CY=Calendar Year; D=Destroy; EV=Event; FY=Fiscal Year; FR=Full Retention by University Archives unless otherwise noted; OPR=Office or Department responsible for <i>source of truth</i> records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year		