

**LINCOLN CITY LIBRARIES  
LINCOLN, NEBRASKA**

**POLICY TITLE:** Authorization to Purge Late Fines and Fees from Library Circulation Records

**PURPOSE:** The policy defines the conditions under which the Library Director is authorized to purge late fines and fees from circulation records in order to write-off uncollectible accounts.

**IMPLEMENTATION:** Review of circulation records containing outstanding accounts on a monthly basis.

Purge outstanding accounts monthly where card holder has not checked out materials in the previous seven years.

Report dollar amount purged to Library Board on a monthly basis.

ConnectED accounts shall be purged from ILS on a monthly basis to remove accounts of students no longer enrolled in Lincoln Public Schools. Purged records are to be retained for seven years or as indicated by current record retention schedule.

**ADOPTED BY LIBRARY BOARD:** March 19, 1996

**REVISED:** March 18, 2008; November 13, 2008, October 19, 2010, June 15,

**LAW DEPT. REVIEW:** 2021 June 2021