

CLEMSON UNIVERSITY

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS
DEAN OF UNIVERSITY LIBRARIES

CU-PVAA- **CARD CATALOG FILES**
LIB-1

Description:

This series consists of Library of Congress book identification cards. These cards were used as a finding aid to the library holdings. Filed alphabetically by author, title, and subject, these cards contain the title of the holding, author, publisher, publication date, annotations, and call number.

Retention:

Immediate destruction.

Schedule approved 1/26/89

SPECIAL COLLECTIONS

CU 6945 **PHOTODUPLICATION REQUEST FORMS (REVISED)**

Description:

Created by the Special Collections unit to document photocopy requests. Forms reflect information concerning copyright restrictions, author, book title, manuscript box and folder number, items to be copied, duplication costs, and patron's signature.

Retention:

Until no longer needed for reference; destroy.

Schedule approved 2/3/99

CU 6946 **RULES FOR RESEARCHERS FORMS (REVISED)**

Description:

Document patron's compliance with departmental rules for researchers. Information includes statement of rules for researchers, patron's signature, identification, date, affiliated institution or organization, address, status, research purposes and topic.

Retention:

Until no longer needed for reference; destroy.

Schedule approved 2/3/99

CU 6947 **REQUESTS (REVISED)**

Description:

Document patrons' requests for information housed in Special Collections. Information includes call number, collection number, title, location, number of items used, researcher's name, and date.

Retention:

Until no longer needed for reference; destroy.

Schedule approved 2/9/99

RESOURCE SHARING AND COPIER SERVICES

CU 6948 **INTERLIBRARY LOAN COPYRIGHT AGREEMENT**

Description:

Document copyright agreements with patrons using interlibrary loan services. Information includes patron's name, identification, type of request, library costs, and related book lending information; library policies regarding copyright protection, use of library holdings, and photocopying practices.

Retention:

3 years after expiration of agreement; destroy.

Schedule approved 4/19/93

CU 6949 INTERLIBRARY LOAN REQUEST FILES

Description:

Document interlibrary loan transactions. Information includes patron's name, type of request, library costs, and lending information.

Retention:

3 years; destroy.

Schedule approved 4/19/93

CU 6950 MONTHLY LOGS FOR INTERLIBRARY LOANS

Description:

Document monthly interlibrary loan statistics. Information includes patron's request, identification, books loaned, and a monthly tally of interlibrary loan statistics.

Retention:

3 years; destroy.

Schedule approved 4/19/93

CU 6951 **INTERLIBRARY LOAN REQUEST RECORDS
(PROCESSED AND UNPROCESSED)**

Description:

Document processed and unprocessed interlibrary loan requests. Information includes patron's name, identification, requested information, and availability of books or materials.

Retention:

Processed requests: 3 years; destroy.
Unprocessed requests: 1 year; destroy.

Schedule approved 4/19/93

CIRCULATION

CU 6952 **CIRCULATION DISCLOSURE FORM**

Description:

Documents permission for the university libraries to disclose information about faculty and student book requests, and circulation information regarding patrons with books checked out. Information includes statement of confidentiality and signatures of patrons granting permission for the disclosure.

Retention:

Until no longer needed for reference; destroy.

Schedule approved 4/19/93

RECORDS MANAGEMENT

CU 6953 RECORD SERIES INVENTORY FORMS AND NOTES

Description:

Document inventories of records created and retained by Clemson University. The Records Series Inventory Forms reflect identification of program unit and contact persons, description of record series, and a proposed retention period and disposition period and disposition for the records. Also included are handwritten notes, and photocopies or samples of inventoried records.

Retention:

3 years after approval of record retention schedules; destroy.

Schedule approved 4/19/93

CU 6954 RECORD TRANSFERS (DEPARTMENTAL FILES)

Description:

Document the transfer of records from departmental offices to the university's records center and disposition of records according to schedule. Information includes Records Transfer form, Report of Disposition of Records, and a copy of the interdepartmental order form.

Retention:

3 years after disposition of records and until no longer needed for reference; destroy.

Schedule approved 4/19/93

CU 7620 RECORD RETENTION SCHEDULES

Description:

Document the length of time the university's records should be retained prior to their final disposition. Information includes title of record series, record series number, series description, retention and final disposition, record retention schedule approval forms.

Retention:

Until superseded or rescinded and no longer needed for reference; destroy.

Schedule approved 11/5/93

CU 7621 **MICROFILM PROJECT FILES**

Description:

Document the microfilming of records. Information includes customer's name, address, telephone number, list of series titles requiring microfilming, cost estimates, copies of interdepartmental orders, project notes, Declaration of Intent and Purpose, Certificate of Authenticity, copies of Microfilm Transmittal and Receipt forms, copies of invoices, and related correspondence.

Retention:

1 year after completion of project; destroy.

Schedule approved 11/5/93

DEAN OF UNIVERSITY LIBRARIES

CU 7080 **BOOK SHELF IDENTIFICATION CARDS
(DISCONTINUED SERIES)**

Description:

Created by the University Libraries' Cataloguing Unit to document shelf locations for library materials from 1927 through 1991. These cards are used to locate library holdings. This series consists of the libraries' book shelf identification cards. Information on book shelf identification cards includes the title of holdings, author, publisher, publication date, annotations, and call number.

Retention:

Until verification of book shelf information in the university's automated library system; destroy.