

Subarticle 14. Library

12-514.1. Library Board Meeting Minutes and Agendas

- A. Description: Record of proceedings at meetings of the Library Board. Information includes dates and times of meetings, members present, informational items, Director's Report Summary, Public Service Report Summary, financial information, policy approvals and motions made by the Board.
- B. Retention: Permanent. Microfilm optional.

12-514.2. Patron List

- A. Description: List of all library card holders. Information includes name and address, telephone number, place of employment (if applicable), school (if applicable), and signature of cardholder or parent.
- B. Retention: Until superseded, then destroy.

12-514.3. Shelf List

- A. Description: Record of each volume in the library. Information includes call number, author, title, publication date, acquisition date, description of book, and type book.
- B. Retention: Until superseded, then destroy.