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Northumbria University – Legal Affairs Records Retention Schedule

9 Library Records

9.1 Library Enquiries and Support

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Customer queries	End of academic year	6 years	Delete	
Training/vendor visits	End of academic year	1 year	Delete	
Copyright Enquiries	End of academic year	6 years	Delete	
Accessible Format requests	End of academic year	6 years	Delete	
Filming/Photography requests	End of academic year	6 years	Delete	
Filming/Photography consent forms	End of academic year	Life of promotional campaign or 7 years from the date of signing	Delete	
One-to-one support requests	End of academic year	6 years	Delete	
Prospective Students Library Tours	End of academic year	1 year	Delete	

Northumbria University – Legal Affairs Records Retention Schedule

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Reports of Something Not Working	End of academic year	6 years	Delete	
Requests for Skills Development teaching sessions	End of academic year	6 years	Delete	
Attendance at Skills Development teaching sessions	End of academic year	6 years	Delete	

9.2 Library Membership

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Student and faculty membership records	End of academic year	6 years	Delete	
External members records	Notification of cancellation	Until membership is cancelled	Delete	

9.3 Using the Library

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Special Collections & Microfilm Reading Requests	End of academic year	1 year	Delete	
Book circulation, processing and management details including fines and payments and system email/text notifications	End of academic year	6 years	Delete	
SCONUL Access Scheme membership requests	End of academic year	As determined by	Delete	

Northumbria University – Legal Affairs Records Retention Schedule

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
		SCONUL		
Learning space booking requests	End of academic year	6 years	Delete	
Book home delivery requests	End of academic year	6 years	Delete	
Requests for Library tours	End of academic year	1 year	Delete	
Student and staff visits to our Libraries	End of academic year	6 years	Delete	
University smartcard data	End of academic year	6 years	Delete	
Self-service issue and return logs	End of academic year	1 year	Delete	

9.4 Accessing Resources

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Reading Lists management data, including digitisation requests, module owners, request forms, reviews, demonstration and analytics data	End of academic year	6 years	Delete	

Northumbria University – Legal Affairs Records Retention Schedule

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Inter Library Loan requests, including request from students and faculty and requests to supply other libraries	End of academic year	7 years	Delete	Financial and copyright legislation
Identity attributes (e.g. staff/student/external/affiliate) to allow access to online resources and services	End of academic year	6 years	Delete	

9.5 Building the Library Collection

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Recommendations for new resources to be added to the collection	Purchase of resource / once response sent to requester	Up to 1 year	Delete	
Records relating to the purchase of new resources, including trials data, business cases, financial and legal data	End of academic year	6 years	Delete	
Records of items donated to the Library	End of academic year	1 year	Delete	
Vendor contact details	End of academic year	1 year	Email and ask for update and agreement to keep records	

9.6 Supporting Research

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
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Northumbria University – Legal Affairs Records Retention Schedule

Records relating to Open Access publishing at Northumbria	End of academic year	6 years	Delete	
Research publication activity, including ORCID data	N/A	Lifetime of research management service	N/A	
Records relating to the management of an Open Access journal publication platform	N/A	Lifetime of OA Journals service	N/A	

9.7 Your Feedback

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Library services feedback, including Your Library - Your Say, Skills Plus, Library Search and feedback received via social media	End of academic year	6 years	Delete or anonymise	
University Library Student Survey	Survey prize winner announced	End of survey	Anonymise data	
Receiving updates and commenting on Library News Blog	End of academic year	6 years	Delete	