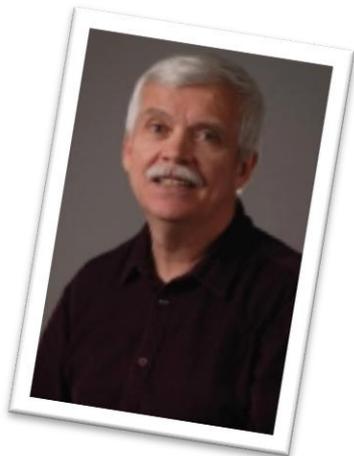


Aleph Record Retention / Deletion

--May 5, 2015—



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****Agenda****

A. Principles of Record Retention/Deletion:

- * First principle**
- * Bib, HOL, Item (z30), Item History (z30h),**
- * Patron (z303, z304, z305, z308), Cash (z31),**
- * Circ events (z35), Loan history (z36h),
Circ logger (z309), Request history (z37h),**
- * OPAC Events (z69)**
- * Authority records**

****Agenda (cont.)****

- B. Removal of Aleph libraries and sublibraries**
- C. Deletion of Bib, Item, ADM, and HOL recs**
- D. Deletion of Patron and Cash records**
- E. Deletion of Circulation history records**
- F. Deletion of OPAC Event records**
- G. Deletion of Authority records**

Notes:

- B is relevant when one or more libraries is leaving the system;**
- C, D, and, possibly E and G, when moving to new ILS**
- C, D, E, F, and G in maintaining your existing Aleph system.**

A. Principles of Record Retention/Deletion

**** First Principle ****

In the case of inter-related records, the principle is "lowest level first", such as,

- first Items, then HOLs, then Bibs;**
- first Cash, then Patrons;**
- first Bib, then Authority**

Principles of Record Retention/Deletion (Cont.)

*** For each kind of record.... Delete:**

1. Bib: When there are no holdings (no HOL records)*. Holdings may be gone because:

a. all copies are withdrawn or lost, with no intention to replace

b. all copies belong to library/sublibrary being removed

c. subscription to online resource discontinued

*** This presumes that the library creates an HOL record for each bib.**

2. HOL: When there are no items, no intention to acquire items, and the 856 URL is invalid/discontinued

Principles of Record Retention/Deletion (Cont.)

3. Item (z30): When permanently withdrawn/Lost. Unlike doc records, z30 item records are physically deleted by deletion (online or batch).

4. Item history (z30h): When no longer of use to staff in GUI Cataloging: Items -> Item -> History -> Item Changes tab. [Note to self: Show]. Or space problem requires it. See [Article 000007431](#) ("Unnecessary z30h history records").

Principles of Record Retention/Deletion (Cont.)

5. **Patron (z303, z304, z305, z308):** When

a. **z305_expiry_date** is more than *x* years old and

b. no loans are outstanding and no money is owed

6. **Cash (z31):**

a. "Scrubbed" fines: of no use; can be deleted any time

b. Non-scrubbed paid fines: retain as long as policy dictates. (May be different for Lost items.)

c. Non-scrubbed unpaid fines: retain longer; at some sites, indefinitely. (See also below.)

Principles of Record Retention/Deletion (Cont.)

9. Circ logger (z309): Depends on staff use of GUI "Circulation Log" display [Show]. It's of no use for patron if Z309-ID has been "scrubbed", but may be of use for item. Too many z309's can result in slowness: See [Article 000024575](#) ("V22 Circ client slow for patrons with lots of transactions")

10. Request history (z37h): Depends on use of GUI Cataloging Items -> Item -> History -> "Hold Requests" tab (program pc_com_c0148). [Show] This is the only place it is used in the GUI. Note that the cir-14 Service ("Report of Items in High Demand") reads the z37 only; not the z37h.

Principles of Record Retention/Deletion (Cont.)

7. Circ events (z35): When all statistics have been produced for the year of the z35_event_date. Otherwise, depends on staff use of the GUI Circulation Summary -- History Summary tab [Show]. This is the only place it is used in the GUI. See also "Note on weeding" below.

8. Loan history (z36h): Depends on staff use of the GUI Circ "History" display [Show] -- of no use for patron if z36h_id has been "scrubbed", but may be of use for item -- and if you find slowness in checking out the item ([Article 000017988](#)) or in displaying the item list ([Article 00019400](#)).

Principles of Record Retention/Deletion (Cont.)

9. Circ logger (z309): Depends on staff use of GUI "Circulation Log" display [Show]. It's of no use for patron if Z309-ID has been "scrubbed", but may be of use for item. Too many z309's can result in slowness: See [Article 000024575](#) ("V22 Circ client slow for patrons with lots of transactions")

10. Request history (z37h): Depends on use of GUI Cataloging Items -> Item -> History -> "Hold Requests" tab (program pc_com_c0148). [Show] This is the only place it is used in the GUI. Note that the cir-14 Service ("Report of Items in High Demand") reads the z37 only; not the z37h.

Principles of Record Retention/Deletion (Cont.)

Note on weeding: Sometimes staff want a report of items with fewer (or more) than x loans (for weeding, etc.). There is no Aleph report which gives you this; SQL needs to be used. At least **one** of the following must exist for the time period staff are interested in: z35, z36h, z309 -- any could be used. **Article 000001609** has details for use of z35.

Note on additional copies: Staff may also want to find items with many loans/requests (for ordering additional copies). The cir-14 ("Report of Items in High Demand") reads the z37 (current requests) only; aside from that, SQL needs to be used. At least **one** of the following must exist for the time period staff are interested in: z35, z37h, z309. Any could be used.

11. OPAC Events (z69): When statistics have been gathered (by ARC or local SQL) for the year in the z69_time_stamp.

12. Authority records: Keep authority records *at least* until there are no bib records containing the headings.

B. Removal of Aleph libraries and sublibraries

Article 000024665:

Question: Is there a document describing how to remove a library or sublibrary from Aleph?

Answer: Different procedures need to be used, depending on the type of library. The most common cases are those shown below.

B.1. Removing a sublibrary

As described in **Articles 000019678** ("How to run p_item_11 item deletion for particular sublibraries")[discussed below in Section C] and **000014871** ("Question about removing a sublibrary from Aleph"), **the item-11** (Item deletion) Service is key to this process.

Article 000018149 ("Changing sublibrary codes") is also relevant.

B2. Removing an ADM library

See **Article 000024664** ("How to remove an ADM library"). [Show]

B3. Removing bib/adm/hol libraries for a particular institution

[This is long. It can be seen as #3 in the **Article 000024665.**] [Show]

C. Deletion of Bib, Item, ADM, HOL

manage-33 can be run in bib and authority libraries. Depending on the BATCH-DELETE lines in ./xxx01/tab/check_doc, manage-33 will delete item, order, and HOL records connected to the bib. (See [Article 000005378](#).)

manage-33 cannot and **must** not be run in the ADM or HOL library: as described in [Article 000012393](#), doing so will result in the deletion of the **bib** records with the same numbers.

But multi-ADM library systems have the need to delete the ADM record in cases where the title is no longer held at a particular library while retaining the bib. The item-11 service addresses this need.

The **item-11** service addresses this need:

"Choosing 'Delete' will delete HOL and BIB records which were connected to the items removed, and are now not in use by any item.

Choosing 'None' will only delete the items without checking the HOL and BIB records."

See **Article 000019678** ("How to run p_item_11 item deletion for particular sublibraries") [Show]

Deletion of Bib, Item, ADM, HOL (Cont.)

As described in [Article 000019103](#), global change can be used to delete ADM and HOL records, but is useful only in the case where items are not an issue. (When items **are an issue, you will need to use item-11 instead.)**

Note that all of the preceding leave a "stub" record: a z00 with LDR, 008, and CAT fields. In general, it's best to just leave these; they don't show up anywhere and do no harm. The one exception is the case where the LAST-DOC-NUMBER in a particular library has been accidentally raised to an extremely large number. Lowering the LAST-DOC-NUMBER will **not correct this problem unless the corresponding z00's are physically deleted. This automatic resetting of last-doc-number by the system is described in [Article 000007035](#), and the deletion of z00's, in [Article 000010722](#).**

D. Deletion of Patron and Cash Records

The **cir-23** service deletes patron records; **cir-77** does the same in a multi-ADM set-up. The **file-20** (Patron Loader) job has the option to specify "D" as the **USER-REC-ACTION**.

- **Article 000007425** Purging patrons and cash records
- **Article 000016056** No way to batch delete old, unpaid fines

We will view these articles online.

E. Deletion of Circulation History Records

E.1. **Circ logger records (z309)**

accumulate very rapidly. **cir-78** can be used to delete older ones. **Article 000021510** ("Which z309 records does cir-78 delete?") may be helpful.

Note: The scrubbing of patron ID's and deletion of circ logger records has *no* effect upon circulation statistics. (The cir-30 Circ Statistics job reads the z35 only.)

Deletion of Circulation History Records (Cont.)

E.2. In version 22.1, `util x/13` ("Clean Events and Historic Information tables") has been added so the deletion of the `z35`, `z36h`, `z37h`, `z30h`, `z69`, etc., can be done through the util menu.

*** `util x/13` should work just fine for the `z35`.
[Show] Examine the criteria for retention in A.7. above, and decide on how many years back you want to retain.**

*** In the case of the `z36h` records, examine A.8 above to decide how many years to retain - but note that `util x/13` won't allow you to limit the deletion to scrubbed `z36h` records only. That would require SQL.**

Deletion of Circulation History Records (Cont.)

* **util x/13** should work just fine for the **z37h**.
[Show] Examine the criteria for retention in A.10, above, and decide on how many years back you want to retain.

* In the case of the **z30h** records, examine A.4 above to decide how many years to retain - but note that **util x/13** won't allow you to limit the deletion to **z30h** records with **z30h_h_reason** is "All fields" -- which are the most numerous and least useful. (See **Article 000007431** in this regard.) That would require SQL.

Deletion of F. OPAC and G. Authority

F. Deletion of OPAC Event records (z69):
util x/13 should work just fine.

As noted in A.11 above, delete z69 records "when statistics have been gathered (by ARC or local SQL) for the year in the z69_time_stamp."

G. Authority: Keep authority records *at least* until there are no bib records containing the headings.

1. Run manage-15 to delete unlinked headings (z01) in bib library.
2. Run manage-33 in xxx10 library to actually delete authority records. (See **Article 000011222.**)