



SEO Service Center
State Library
of Ohio

Automated Database Cleanup Schedule

SEO has several automated routines to clean the SirsiDynix Symphony database on a regular basis. Below is an overview of the timing.

Items

- **CLAIMS RETURNED:** Items in claims returned for 1 year are removed from the patron record and checked out to the owning library DISCARD user.
- **DAMAGED:** Items checked out to DAMAGED are removed after 1 year.
- **DISCARD:** Items checked out to DISCARD are removed nightly or monthly depending on library preference.
- **INTRANSIT:** Items in transit for over 60 days are marked as MISSING. Another item will then be able to fill the patron's hold, if available.
- **LOST & PAID:** Items that have been lost and paid for 1 year are removed.
- **MENDING:** Items in MENDING status are removed after 1 year.
- **MISSING:** Items marked as MISSING for are removed after 4 months.
- **ON-ORDER:** ON-ORDER items are removed after 14 days if there are no holds. If there are holds, ON-ORDER items are removed once an item is attached or after 30 days.

Bills

- Bills paid in full for over 5 years are be removed monthly.
- Yearly, unpaid bills will be purged at library discretion.

Patrons

- Yearly, a patron purge will be completed with the following conditions:
 - No activity in 3 years;
 - No bills;
 - No checkouts; and
 - No holds.
- In addition to the standard criteria, library directors can adjust the patron purge in the following conditions:
 - User profile;
 - Amount owed; and/or
 - Lost items checked out.

Maintenance Reports

Each month, SEO will send the following maintenance reports/reminders.

Circulation Maintenance Reminder

- **Date Sent:** 1st of the month
- **Contact Group:** Circulation & Location Managers
- **Reports to be ran:**
 - MISSING Items
 - MENDING Items
 - DISPLAY Items
 - DAMAGED Items
 - CLAIMS-RETURNED Items
 - LOST-ASSUM & LOST-CLAIM Items
 - Holds Expiring Soon (optional)

In Transit Maintenance Reminder

- **Date Sent:** 10th of the month
- **Contact Group:** Circulation & Location Managers
- **Report to be ran:** INTRANST over 21 Days Items (WorkFlows report)

Cataloging Maintenance Reminder

- **Date Sent:** 15th of the month
- **Contact Group:** Cataloging Contacts
- **Reports to be ran:**
 - AVAIL_SOON Location
 - CATALOGING Location
 - UNKNOWN Item Type

Lost & Paid Items Report

- **Date Sent:** 15th of the month
- **Contact Group:** Directors