**Library Go Purge**

**Current practice (as of 7/2018)**

1. Expiration dates are set to 9/30 of the next school year.
2. At the beginning of the new school year, the template is changed (by Cindy?) to have the next year’s expiration date.
3. They remain in the system, expired, indefinitely…

We would like to add:

4. In October each year, purge all Library Go records that have expiration dates that are 2-years-old or older.

**Other possibilities:**

* Have Mary Cooper send us codes of E=enrolled, W or G= withdrawn or graduated. Have cards expire when this code is sent.

We decided:

* This is not needed. We can continue to use the expiration dates as they are given to us from schools.

Another thought:

* We would like to communicate that expired Library Go records can be used for up to 6-months to make a physical card for graduated/withdrawn students. (How to communicate this?)