

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
75#:Maine State Library						
Schedule #: 60 17:Federal Projects - Other						
All cash receipts, expenditures, reports and plans required for any non-Library Services and Technology Act (LSTA) federal grant received by MSL. This can include, but is not limited to, grants from federal agencies such as NASA, National Institutes of Health, Library of Congress, or the Institute of Museum and Library Services.	Mixed	10/29/2020	Years 10	No Retention 0	Destroy	Current
<hr/>						
Schedule #: 60 7#:Federal Projects - LSTA						
All cash receipts, expenditures, reports and plans pertaining to the Institute of Museum and Library Science (IMLS) funding program Library Services and Technology Act (LSTA) Grants to States Program. This program is a five-year funding cycle starting with the submission and approval of the Five-Year Plan. Five consecutive annual grants are awarded which require annual reports. The grant cycle ends with a Five-Year Evaluation.	Mixed	10/29/2020	Years 10	No Retention 0	Destroy	Current
<hr/>						
Schedule #: 693 9#:Talking Book Program						
Patron Profiles: Applications, check-out sheet, reader preference , and related correspondence. Keep in agency until patron dies plus 2 years.	Paper	8/17/1988	Contingent Upon Event - See Description	0	No Retention 0	Destroy Current
<hr/>						
Schedule #: 2189 12:Public Library Annual Reports						
The Institute for Museum and Library Services (IMLS) requires the annual submission of public library statistics from each state. These statistics are used by IMLS, the state library and public libraries for statistical analysis of the health of public libraries.	Digital File	8/4/2020	Years 5	No Retention 0	Destroy	Current
<hr/>						
Schedule #: 2190 13:MSL Patron Card Applications						

Department Series Report

94: Independent Agencies - Other

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
<p>When a patron applies for a library card, we collect information including name, mailing address, phone number and email address. We create a patron record in the online catalog with this information so that materials can be circulated to the patron. The original applications are kept as verification of the information and the expiration date of the card compared to the last use of the card.</p> <p>If a patron card has not been used in 4 years, the application is destroyed. Standard library practice dictates that patron files should be purged every 3-5 years.</p>	Paper	8/4/2020	Variable - See Description	0	No Retention	0 Destroy Current
<hr/>						
<p>Schedule #: 2191 14: Talking Books Program Equipment</p> <p>The Maine State Library Talking Books Program receives audio equipment from the National Library Service for distribution to qualifying patrons. These records consist of equipment serial number, patron name and address. The records close when patron is suspended or leaves the program.</p>	Mixed	8/4/2020	Years	2	No Retention	0 Destroy Current
<hr/>						
<p>Schedule #: 2192 15: Copyrights, Permissions and Gifts</p> <p>In our work preserving Maine's history, the State Library is frequently gifted collections of books or papers which we make available either by adding them to our existing physical collection or by digitization. Each of these gifts comes with permissions detailing our rights and responsibilities regarding usage of the collection. These permissions are critical documentation proving the State Library's rights to these collections.</p> <p>These documents will remain permanently with the Maine State Library.</p>	Paper	8/4/2020	Permanent or Indefinite	0	No Retention	0 See Description Current
<hr/>						
<p>Schedule #: 2195 16: Talking Books Program Master Recordings</p> <p>As part of our work with the National Library Service (NLS), the Maine State Library records books about Maine. These recordings become part of the NLS national catalog database and are available to patrons nationwide.</p>	Digital File	8/17/2020	Permanent or Indefinite	0	No Retention	0 See Description Current