



## Library Resources Workflows Bulletin 7

---

### Topic: Graduated Students

Related Topics: User/Patron ID numbers bulletin #3, Patrons move/leaving bulletin #6, User Block Procedure bulletin #18

---

**Introduction:** Library Resources will delete students with a previous graduation date from Workflows September 29th. Faculty has a card expiration of 25 years from date of hire and will remove when card date expires.

Records with any activity on them will not be removed, i.e. Bills, Charges, Missing, Holds. Failures will be listed and sent to site for clean-up.

Card Expiration is used for the graduation year. The exact format is 06/01/20XX with the last 2 digits reflecting the proposed graduation year..

Card Expiration Date 2009/2010 school year

Current grade level	Graduation year
12	2010
11	2011
10	2012
9	2013
8	2014
7	2015
6	2016
5	2017
4	2018
3	2019
2	2020
1	2021
Kinder	2022