CIRCULATION POLICY AND PROCEDURES

Circulation Policy

Rationale:

- To ensure equity of access to all resources

Policy Statement:

- To ensure equity of access for patrons with borrowing privileges
- To allocate appropriate categories for resources
- To provide consistent loan periods (duration, overdues, reservations, renewals, bulk loans, recalls, holiday borrowing)
- To reduce loss of resources through the security system
- To allocate responsibilities for issuing resources
- To allow teacher access to resources

Audience:

- Staff and community

Authorship:

- Bendigo Senior Secondary College Library Resource Centre team members

Related Documents:

- *Learning for the Future : Developing Information Services in Schools 2nd Edition*
- *AMLIB (Software Programme Material)*

Date of ratification:

- February 2009

Date of review:

- December 2011

Circulation Procedures

Circulation System

- AMLIB requirements are student ID codes, and resource barcodes

Requirements

- Patron ID barcodes
- Resource barcodes
- Barcode scanner
- Keyboard access
- Due date slip

- Date stamp

Preparation

- Set parameters for patrons (2 weeks for usual loan, overnight for book-listed items, period loans for computer hardware)
- Photographs taken by school photographer uploaded into AMLIB
- Students purchase their student ID cards which allow them to borrow from the library

Borrowing

- Present resources at Circulation Desk
- Produce patron's ID card
- Follow Circulation Borrowing Prompts (AMLIB – Issues)
- Identify patron's barcode, observe patron's name/picture on screen
- Scan resource's barcode, observe that name and resource title correspond
- Use date stamp
- Use security system

Returns

- Follow Circulation returns prompts (AMLIB – Returns [red])
- Scan resources individually, observe that the resource and title on screen correspond
- Use the security system
- Identify if the resource is on reserve and put aside
- Identify if resource needs repair and put aside
- Shelve remaining resources

Renewals

- Overnight loans can be renewed once
- Fortnightly loans can be renewed once

Overdues

- Run a regular overdue report
- Contact students with overdues by e-mail
- If e-mail does not get a response, send out report to pathway meetings
- If both these do not elicit a response, then students are cut off the school's internet until the resource is returned or paid for
- Collect payment where necessary

Lost/Damaged

- Identify resources that are lost
- Notify relevant patron
- Organise for suitable replacement of resource

Reservations

- Notify patron via e-mail when reserved resource is available