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