

OVERDUES POLICY AND PROCEDURES

Overdues Policy

Rationale:

- To ensure equity of use of all resources
- To keep the collection rotating and not allow certain students to keep resources out of circulation

Policy Statement:

- To ensure equity for all students

Audience:

- Staff and the wider community

Authorship:

- Bendigo Senior Secondary College Library Resource Centre team members

Related Documents:

- *Learning for the Future : Developing Information Services in Schools 2nd Edition*
- *A Manual for Developing Policies and Procedures in Australian School Library Resource Centres, ALIA, 2007*

Date of ratification:

- February 2009

Date of review:

- December 2011

Overdues Procedures

AMLIB/Reports/RepCirculation

TASK	Overdue Period	Title	File Name	Notes
Weekly Email	0 – 21 Days	Overdue Library Loan Email	BSSCodemail.qrp	E-mail addresses to be added each time CASES21 is imported. Concatenate CASES21 ID with “@bssc.edu.au”
Pathways Slips	21-35 Days	21-35 Days Overdue Slip	BSSCodslp.qrp	<ol style="list-style-type: none">1. After 7 days send names to Anna Sommerville in MMC to cut students off Network. Ask her to tell students to please see Julie Willis, Library Leader, to be put back on system.2. Ban these students on AMLIB3. Keep a second copy to mark off and check

Individual Letter	Over 42 Days	Final Payment Individual Letter	BSSCcastle1.qrp	Mail out to individuals Keep a second copy to mark off and check
-------------------	--------------	---------------------------------	-----------------	---

Task 1: WEEKLY EMAIL

To set up the emails:

Go to AMLIB/Reports/RepCirculation

Highlight "Overdue Library Loan Email" F6 Print: choose Weekly/Email/All/1 Copy Press OK

To schedule them to send:

Go to Application drop down menu and select RepStartSchedule

In the Report Scheduler window choose Email and Yes and OK (Do not tick Printing or Save to File)

How to check email has run:

Go to Application drop down menu and select RepPrintProgress

Here Scheduled items are either: Waiting, Running or Printed

Task 2: PATHWAY SLIPS

To print and collate for Pathways Groups:

Go to AMLIB/Reports/RepCirculation

Highlight "21-35 Days Overdue Slip" choose F8 View (On pop-up click NO)

Print slips/Sort into Pathway Groups/Add explanatory note to Pathway Advisor/put in Pathway Pigeon Holes

Task 2: INDIVIDUAL LETTER

To print and mail to students

Go to AMLIB/Reports/RepCirculation

Highlight "Final Payment Individual Letter" choose F8 View (On pop-up click NO)

Print out all letters

Prior to Posting:

Recheck shelves for items and recheck AMLIB to ensure each person still has items overdue

List of Names for Circulation Desk and ICT Helpdesk

Make up a list of names and CASES ID's (<http://sharepoint.bssc.edu.au/learningteaching/library/Group Documents/Resource Management/Overdues/STUDENTS WITH VERY OVERDUE LIBRARY BOOKS.docx>)

Place list at Circulation Desk and give to ICT Staff so they can remove these students from the Extranet.

Each week update and reprint list.

Each time books are returned and a student comes off this list, Staff on Desk Duty e-mail

ICThelpdesk@bssc.edu.au so the student can be reinstated on to the Extranet.