

Wilson, Chap 6: Circulation

- Remember to memorize the terms on pages 77-78.
- And, do the written assignment on iCollege.
- Read the handout on Using Evergreen Staff Client, which is available on iCollege.

Circulation

- probably the busiest module used in a library's computer system
- records the items that are checked out to patrons
- must have access to item records and patron records

Patron Records

- includes information about a patron's identity, such as name, address, phone number, email address
- also includes a unique number to identify the patron
- new patrons are added by
 1. patron provides information in person or through a paper form and the info is then added by a library staff member
 2. patrons register online
 3. patron records from another database are transferred into the library's computer system

Bibliographic Records

Contains information on each title owned

1. Title
2. Author
3. Publisher
4. Subject headings

Item Records

- each copy of an item needs a record
- includes information such as
 1. format (book, journal, CD, DVD)
 2. date checked out
 3. date item is due
 4. patron who has item checked out
 5. status of item (checked in, checked out, lost, in transit)
 6. location (Dewey Decimal or Library of Congress call number)
 7. item's barcode

Barcodes

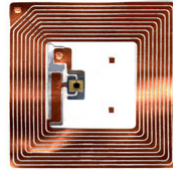
- provide a unique number for each item owned
- can be read into a computer via a barcode reader, light pen, etc
- can also be input manually by typing
- is usually several digits long
- include digits to represent the library and the item



FIGURE 6.4. Breakdown of a barcode number

RFID = Radio Frequency Identification System

- newer technology
- alternative to barcodes
- item contains a microchip which can be scanned by a computer via radio waves



Loan Rules

Libraries may have different rules about loaning materials:

1. how long items are checked out (may depend on type of material or on type of patron)
2. when overdue notices are sent
3. when patron is fined for overdue items
4. amounts of fines
5. holds (eg, whether a hold is permitted or how long hold will last)
6. maximum number of renewals allowed

Overdue Notices

- can be sent through email or through snail mail.
- the OPAC may allow patrons to see their overdue items and fines. Many OPACs allow patrons to renew items online.
- some libraries may charge the patron a replacement fine if the book is not returned after an extended period of time.

Checkout

- must go through a computer using the library's management system
- can be done by a library staff member
- can be done by a self-checkout machine

What about security?

- self-checkout may require trust by the library
- RFID systems may desensitize the security

Electronic materials

- are virtual and no physical copy may exist in the library
- examples: electronic books, electronic journals, electronic reserves
- authentication (password) is required in order to view e-materials

Checkin

- must go through a computer using the library's management system
- almost always done by a library staff member
- if the library is part of a larger system of libraries, one library may need to send an item from their location to another in the same system. This is usually denoted in the computer system as an item in transit.

Renewals

- must go through a computer using the library's management system
- can be done by a library staff member
- can be done online through the OPAC

Missing or Lost Items

- Missing items = items that should be in the library but can not be found; usually library staff members will look for missing items several times
- Lost items - items that were never returned by a patron or were missing items that were never found
- recorded via computer into the library's management system

Financial Activities

- occasionally library personnel will have to collect money from a patron
- these transactions will be recorded via computer into the library's management system
- some libraries use collection agencies for money that has been outstanding for a long period of time

Hold

- allows a patron to place a reservation or hold on a book that is checked out by another patron
- two types
 1. item level - hold on a specific copy of a title
 2. title level - hold on the next copy that is returned
- can be placed by either a library staff member or the patron can place holds through the OPAC

Processing a Hold

- when an item on hold is checked in, the computer system will alert the staff member usually by making a special noise, by having a message pop-up on the screen and/or by printing out a slip of paper
- the computer system may also automatically send a notification (via phone or email) to the patron that the hold is available

Reserves

- items that are available for shorter loan periods
- usually seen in academic libraries
- must be entered into the computer system by the library staff
- usually there is a separate module in the library management system to handle reserves

E-reserves

- electronic materials that are accessed through the internet
- access may require authentication (password)
- allows students to view, print and download materials on their computers

[GSU's Eres system](http://www.library.gsu.edu/reserves/)

(<http://www.library.gsu.edu/reserves/>)

Inventory

- allows the library to take an inventory of materials they own
- can be a module in the library's management system
- requires portable device to scan the barcodes
- RFID would simplify this process because materials can be read without a portable scanner device

Booking

- materials, rooms, equipment, etc. can be reserved or held for a specific time
- can be a module in the library's management system