CIRCULATION GUIDELINES

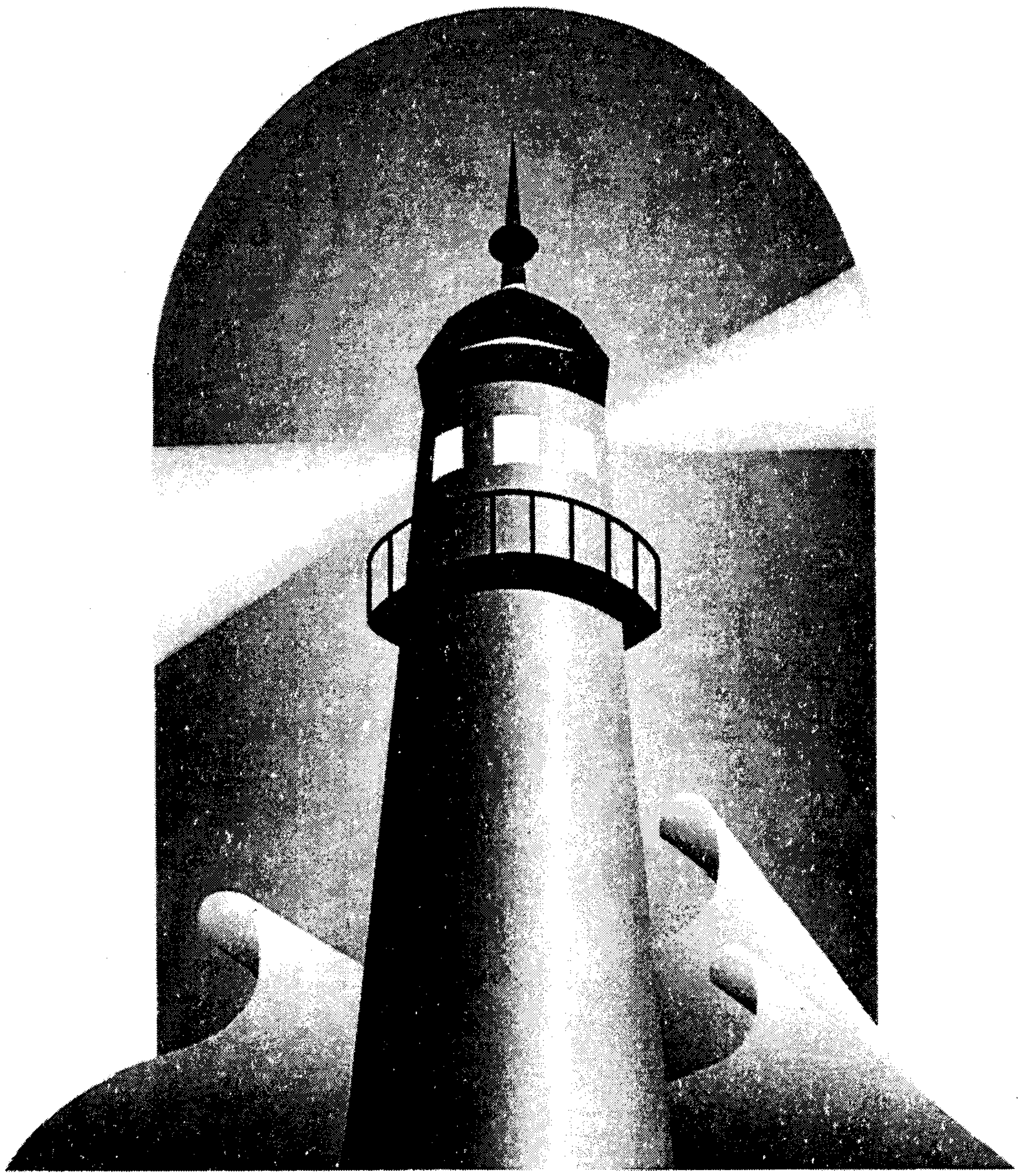

TABLE OF CONTENTS

E-MAIL

PATRON RECORDS

BOOKS

JOURNALS

MICROFORM

REPORTS

SCHEDULED REPORTS

STATISTICS

LIBRARY CIRCULATION FUNCTIONS

1. Operation of Circulation Counter

Customer assistance (incl. locating materials, filling out requests, microform, copier, etc.)
Answer phone
Check out books and documents
Discharge books and documents
Place holds on items
Send recall and overdue notices
Request materials from TML
Customer notifications by phone
Creating, updating, and deleting patron records
Barcoding periodical volumes
Responding to BEACON requests
Clear terminating employees

2. Mail Requested Materials (Staff member assigned to No. 2 also performs all Circulation Counter Operations as needed.)

Process new books
Mail book requests
Mail documents
Mail article requests (from repro. and microform)
Count and log all outgoing articles and book requests

Reproduction Services

Outgoing *
Pull requests from shelf
Fill out Reproduction Order form
Count and log all outgoing items

Incoming *
Match articles to duplicate copies kept at desk
Stamp each article with copyright stamp
Mail articles or call customers for pick-up (if requested).

* For more information, see section on Reproduction Services.

3. Collection Maintenance

Count and file new periodicals
Update reading room collection
Count, scan, and refile journals
Count, scan, and refile books and documents
Count, scan, and refile reference books and documents
Sweep wings continually for cleanliness
Straighten stacks as needed
Update "monthly" periodicals
Shelf read book and journal collections

Maintenance of Microform Holdings

Count and file all new microform
Replace outdated material
Produce hardcopies of requests for 20 pages or less
Fill out Repro Order Form for hardcopies requests over 20 pages
Take repro orders with microform down to vellum file
Pick up repro orders from vellum file when ready
Count and log all hardcopy orders and pages
Produce copies of microfiche on Duplifiche printer
Count and log all microfiche copies

CIRCULATION - DAILY OPENING

❶ Turn on computers at Circ Counter.

❷ Log-on by entering your network user name and password. (See Booting Circulation Terminals)

❸ Turn on copy machine in journal wing and fill out new charge sheet.

❹ Collect books picked-up from carrels from the previous day (on cart in Book Wing).
A. Wand each book in as Use Item,
B. Separate the *older books* from the *newer books* (current year + 5).

Older books

A. Check each book pocket for a check mark.
B. If no check mark* on book pocket, then place check mark on book pocket and destroy card.
C. Place *green* due date label on back cover of book.
D. Inter-file with books on Bookstacks cart in book wing.

Newer books

If a book does not have a blue due date label, then

A. Check item record to be sure that the ITEM TYPE is *1 MONTH* and the HOME LOCATION is *OPENSTACKS.*
B. If not, then update item record.
C. Place *blue* due date label on back cover of book.
D. Inter-file with books on Openstacks cart in book wing.

- NOTE: Books processed in 1998 or later will not have a check mark. These books do not have cards so there is no need to verify them. Check-out card production ceased as of Oct. 1997

BOOTING CIRCULATION TERMINALS

➊ Open SIRSI BEACON

A. At login, enter: circ
   Password: cric$$$
   Pin: c
B. Prompt will read [FLOATING], press enter
C. Select Terminal Type: 10 (PCGUI-DISP)
D. Select Utility: 7 (Usclient)

➋ Open Netscape

REPRODUCTION SERVICES

Processing requests:

❶ Check out each item to Circulation Xerox Requests (Badge#:XEROX) and place each receipt in book pocket or paperclip to flyleaf.

❷ Check that each request contains **beginning** and **ending pages** of article to be copied, patron's name, badge #, mail-stop, phone #, and **account code** #.

❸ Pull duplicate requests from each item and make sure original request is placed at beginning page of article.

❹ Fill out a "Reproduction Quick Service Order" for each requesting patron (make sure to include any special instructions for repro operator).

❺ Tear off goldenrod copy of order, fold in half, and place duplicates of reference request(s) inside and keep together with order.

❻ Place order on top of bookshelf behind Circ Desk

Outgoing orders:

❶ Collect prepared journals/books for reproduction from top of bookshelf.

❷ Separate goldenrod copies (with request duplicates) from orders.

❸ Place items in bin and place bin on counter for pick-up by Xerox courier.

❹ When orders are picked-up, place goldenrod copies in tray marked "Copies in Process".

REPRODUCTION SERVICES

Incoming Orders:

When Xerox courier drops off completed orders, they must be signed for by initialing each form.

❶ Separate requests from journals/books.

❷
- A. Place books in return bin.
- B. Set aside journals and discharge any bound volumes*.
- C. Place journals retrieved from storage on designated shelf behind Circ. Counter.
- D. Journals retrieved from stacks should be placed, in order, on cart in journal wing.

❸ Match each order with pending goldenrod copy in tray marked "Copies in Process".

❹ Date & initial bottom of goldenrod copy as received and place in "Reproduction Orders" notebook.

❺ Verify each article (check title and/or author, beginning and ending pages, as well as quality of copy).

❻ Stamp each article with copyright stamp.

❼
- A. Place articles on shelf to be mailed.
- B. Call patron for pick-up if requested and place on Articles For Pick-up shelf (be sure to log-in on stat sheet under Repros Out).
- C. If request is for ILL then,
  - ① Separate duplicate requests from articles.
  - ② Place articles on ILL-Books In shelf.
  - ③ Count duplicate requests and log-in total on stat sheet under Repros Out.
  - ④ Stamp duplicate requests with today's date (RED date stamp) and place with Repros Mailed stack kept at Circ Counter.

- NOTE: If bound volume is not barcoded, then set aside for barcoding later. See Barcoding/Adding A Journal Volume.

TML (STORAGE)

Requesting Journals:

1. Collect TML requests from top work tray behind Circ Counter.
2. Verify each request by looking up title in Holdings List.
3. Fax or call in requests to Janette (TML fax # is on fax machine located in Ref. Area).
4. On the request, write: Faxed (or called), today's date and the time.
5. Place request in Pending Requests work tray.

Requesting Books:

1. Collect TML requests from top work tray behind Circ Counter.
2. Pull check-out card from card files and staple to request.
3. Fax or call in requests to Janette (TML fax # is on fax machine located in Ref. Area).
4. On the request, write: Faxed (or called), today's date and the time.
5. Place request in Pending Requests work tray.

Delivery of Requested Items:

1. Sign for item(s) upon delivery.
2. Retrieve requests from Pending Requests work tray.
3. Match requests to journal volumes or books.
4. Verify pages and article are correct for journal volumes.
5. If Repro Services are needed, then place request and duplicate request in journal at beginning page of article and put on top of bookshelf behind Circ Desk.

PROCESSING HOLD REQUESTS

Collect Recall request(s) from TML/Recall work tray behind Circ Counter or from patron.

❶ Locate item in Sirsi.

❷ After locating book, click on DISPLAY 1 Item and click on GO (enter).

❸ Click on copy to be recalled (if more than one copy, select copy charged out the longest).

❹ Click on DISPLAY 2 ITEM and click on GO (enter). Selected copy will be carried over to this screen.

❺ Check charge-out date to be sure that it was charged-out more than 2 weeks ago (If less than 2 weeks, then notify requestor that book will not be available for recall right away).

❻ Click on CREATE HOLD and click on GO (enter).

❼ Type in the user's badge number * in EMP. BADGE field.

❽ Tab down to LEVEL field and enter COPY.

❾ Tab down to RECALL field and enter Y (yes).

❿ Press ENTER or click on GO.

The bottom of screen should now read: "*Hold Placed*".

On the Recall Request, write: Hold placed, today's date (under Library Use Only), and item's barcode # (in upper right hand corner of request).

If electronic request, then see section on Replying To Electronic Requests.

Clip to Recall Request stack in Pending Requests work tray.

* NOTE: If hold is for a Repro request, then place hold for Circulation Xerox Requests (Badge #: XEROX) and enter patron's first initial and last name in Hold comment field. 5/21/99

RESPONDING TO ELECTRONIC REQUESTS

After Placing a Hold:

❶ In Sirsi, from COMMAND pull down menu, go to Request and then, Edit.

❷ Enter Request ID (e.g. REQ-4259) and click on GO (enter)

❸ On Edit Request screen,
   A. Tab to Status and change to: HOLD-PLACED.
   B. Tab to Reply Date and change to: TODAY
   C. Tab to Reply field and type: *The book is being recalled*, today's date, and your initials.

❹ Click on Go (enter).

❺ Bottom of the screen should now read: "*RECORD UPDATED*".

After Mailing a Hold Request:

❶ In Sirsi, from COMMAND pull down menu, go to Request and then, Edit.

❷ Enter Request ID (e.g. REQ-4259) and click on GO (enter)

❸ On Edit Request screen,
   A. Tab to Status and change to: REPLIED.
   B. Tab to Reply field and type: *Book mailed to you*, today's date, and your initials.

❹ Click on Go (enter).

❺ Bottom of the screen should now read: "*RECORD UPDATED*".

After Mailing an Article:

❶ In Sirsi, from COMMAND pull down menu, go to Request and then, Edit.

❷ Enter Request ID (e.g. REQ-4259) and click on GO (enter)

❸ On Edit Request screen,
   Tab to Reply field and type: *Article mailed to you*, today's date, and your initials.

❹ Click on Go (enter).

❺ Bottom of the screen should now read: "*RECORD UPDATED*".

DAILY RECALL NOTICES

① Retrieve Recall reports from BEACON printer.

② Sort through the Recall reports and separate the first, second and third recall notices.

First Recall Notices:

❶ Match each **recall notice** to the **hold request** from the previous day (found in Pending Requests work tray).

❷ On the hold request, write: "Recalled" and today's date.

❹ File the request in the Hold Requests box.

❺ In JPL directory, look up each patron name to verify mail stop. If mail stop does not match, then cross off mail-stop and write correct one (be sure to update the mail-stop in the patron's record).

❻ With a green hi-lighter, highlight: Patron's Name, Mail Stop, and "First Recall Notice.

❼ Fold each notice in half with recall info facing out and tape loose ends at top of notice.

❽ Place notices in Quick Mail for morning pick-up.

Second Recall Notices:

❶ With a yellow hi-lighter, highlight: Patron's Name, Mail Stop, and "Second Recall Notice".

❷ Stamp each notice with red "*If you have already returned this book...*" stamp.

❸ Fold each notice in half with recall info facing out and tape loose ends at top of notice.

❹ Place notices in Quick Mail for morning pick-up.

Third Recall Notice:

Check each recall notice against Recall Notice stack (found at Circulation desk) to see if a notice has already been produced.

If there is already a notice there, then discard new recall notice. If there isn't a notice then, proceed to step 1.

❶ In JPL directory, look up each patron name to retrieve their current phone extension and write the extension on the recall notice.

❷ Call each patron and recall the book by phone, leaving a voice mail message if there is no response.

❸ Write patron's response and today's date on notice or, if a message was left, then write "left message", today's date, and your initials on notice.

❹ Place in Recall Notice folder sorted by *patron's last name.*

OUTSTANDING RECALL LIST

After a borrower has been called for the "Third Recall Notice" and no reply is received, the borrower needs to be referred to the Library Supervisor.

Adding to list

❶ Add each patron name, ext., and number of outstanding books to the *Outstanding Recall List* (open Microsoft Word, the file is located at: G:\\644\circ\Overdues & Recalls\Outstanding Recall List).

❷ **A**. Add the section information on each patron, by copying & pasting from the *Section Info* list (open Microsoft Word, the file is located at: G:\\644\circ\Overdues & Recalls\Section Info).

Or **B**. If the section information is not listed in Section Info list, then look up in the phone directory and add to the *Section Info* list.

❸ Retain the *Outstanding Recall List* for the Recall Folder.

❹ Make copies of both the list and the current *Third Recall List* and forward to the Library Supervisor.

Clearing from list

❶ As the recalled books are returned, e-mail a message to the Library Supervisor stating that the borrower has been cleared from the *Outstanding Recall List*.

❷ Cross off borrower from the list.

❸ Remove cleared borrowers from the list once a week before sending new list to the Library Supervisor.

1ST OVERDUE NOTICES (sent via e-mail)

❶ Pick-up notices from BEACON printer.

❷ Go to Report Utility in Infoview.

❸ Select finished reports.

❹ At **Operation Selection** Screen, select: Mail.

❺ Go to bottom of report list (CTRL E) and select: 1st Overdue.

❻ Login name to mail to: library.circulation@jpl.nasa.gov

❼ At **Notice Selection** screen, select: Only those without e-mail addresses.

❽ Exit Report Utility.

❾ Go to Circ e-mail and open the message from SIRSI CIRC (subject: STILAS Report)

❿ A. If no notices appear after the Report log, then delete the e-mail message.

B. If notices do appear after the report log, then print out the e-mail message, then go on to part II.

1ST OVERDUE NOTICES – PART II

Look up users in x.500 database to see if there is a current e-mail address listed, if not, then call the user for the address.

No E-mail Available

❶ If no e-mail address is available, then put a note in the user's record stating that there is no e-mail available (see Modifying a User's Record).

❷ Mail copy of notice (from report) through the inter-office mail to patron.

❸ Discard remaining notices from the report.

E-mail Available

❶ Enter e-mail address in user's record (see Modifying a User's Record).

❷ Copy entire Overdue Notice from e-mailed report.

❸ Paste copied information into a new e-mail message.

❹ Enter user's e-mail address in TO: field.

❺ Add Circulation signature.

❻ Send message.

2^{nd} OVERDUE NOTICES (sent via inter-office mail)

❶ Verify patron's mail stop for each notice.

❷ Highlight patron's name, mail-stop, and 2^{nd} Overdue text with pink hi-lighter.

❸ Stamp notice with "If you have already returned…" stamp.

❹ Mail notices through inter-office mail.

3^{rd} Overdue Notices (contact by phone)

❶ Check notices against the notices in the Overdue List folder and discard any duplicates.

❷ Call patrons on any *new* notices.

❸ Notate the date, and message (e.g. patron will return or left message) on the notice.

❹ Add notice to Overdue List folder.

OVERDUE BOOK LIST

When a borrower's name shows up on the Overdue List (report runs every Monday @ 11:00), the borrower's name needs to be referred to the Library Supervisor for a second phone call.

Adding to list

❶ Add each patron name, ext., and number of overdue books to the Overdue Book List (open Microsoft Word, the file is located at: G:\\644\circ\Overdues & Recalls\Overdue Book List).

❷ A. Add the section information on each patron, by copying & pasting from the Section Info list (open Microsoft Word, the file is located at: G:\\644\circ\Overdues & Recalls\Section Info).

Or **B**. If the section information is not listed in Section Info list, then look up in the phone directory and add to the Section Info list.

❸ Retain *Overdue Book List* and *Overdue Charges report* for the Overdue Folder.

❹ Make copies of both the list and report and forward to the Library Supervisor.

Clearing from list

❶ Check through "Third Overdue Notices" for any returned or renewed books.

❷ If the book(s) have been returned or renewed, then e-mail a message to the Library Supervisor stating that the borrower has been cleared from the Overdue Book List.

❸ Cross off borrower from the list.

❹ Remove cleared borrowers from the list once a week before sending new list to the Library Supervisor.

E-MAILED RENEWAL REQUESTS

Check e-mail messages throughout each day.

❶ Print message.

❷ Renew requested item(s). (If not renewable, then see next category)

❸ Open original message and copy book(s) information.

❹ Open stationary (New message with *Renewed*).

❺ Paste book information into newly opened stationary message.

❻ Edit message (if necessary) and book information.

❼ Copy requestor's e-mail address and insert into TO: field of stationary message.

❽ Send message.

❾ Delete e-mail request.

NON-RENWABLE ITEMS

❶ Open Original message and copy book(s) information.

❷ Open stationary (New message with *Can't Renew*).

❸ Paste book information into newly opened stationary message.

❹ Edit message (if necessary).

❺ Copy requestor's e-mail address and insert into TO: field of stationary message.

❻ Send message.

❼ Delete e-mail request.

STATIONARY MESSAGES

Can't Renew

We are unable to renew the item below because it has already been renewed twice which is the limit on renewals. If you require the material for an extended period of time, we request that you order a desk copy, charged to your project/task number.

Hold on Book

We are unable to renew the item below because it has a hold on it for another Library customer. You may request to have the material returned to you after two weeks.

Long Term Loan

In order to be able to keep a library book for long-term loan, we will need an account number from you so we can replace the book. The books we buy for our collections are for JPL employees to borrow only. When requested by another library user, they must be returned.

If you have questions, call Library Circulation at ext. 4-3840.

Office Copy Ordered

The following item has been ordered for you. The loan period on the library copy has been extended to give you an additional month. This should allow enough time to receive your office copy. Please return the library copy when you receive your copy.

Recall Notice

The Library has not received any response so far to the two earlier recall notices sent to you. The following Library material has been requested by another JPL Library customer. Please return it immediately.

If you have questions, call Library Circulation at ext. 4-3840.

Thank you.

Renewed

The following item has been renewed.

ADDING A NEW USER

Before adding a new patron, look up patron by **last name** *and* by **badge #** to make sure that they are not already in the system.

❶ Click on Create User and wand new user id (barcode #) found in New Patron Folder.

❷ **On first Create User Screen**, type in EMPLOYEE BADGE #.

❸ Tab down to LAST NAME, FIRST and type in patron name <u>in caps</u>.

❹ Tab down to PROFILE NAME, click on blue arrow button to right of field, highlight appropriate profile (e.g. JPL, Contractor, etc.) and click on GO (enter).

Bottom of screen should now read: *User Created.*

❺ **On second Create User Screen,** scroll down to ADDRESS 1-- and click on blank field beside MAILSTOP and enter M/S info.

❻ Tab down to PHONE and enter extension #.

❼ Tab down to E-MAIL field and leave blinking cursor there.

❽ Switch over to NETSCAPE and copy patron's e-mail address (use preferred address) from X.500 Directory.

❾ Switch back to SIRSI and go to EDIT pull down menu and highlight paste.

❿ After address has been pasted in E-MAIL field, click on GO (or enter).

Bottom of screen should now read: *Record Updated.*

In New Patron Notebook, write in patron's last name, first name, badge #, and today's date beside appropriate barcode.

MODIFYING A USER RECORD

❶ Click on Display 2 User.

❷ Tab to Name field and type in patron's last name OR
Tab to Employee Badge field and type in patron's employee badge number.

❸ Click on Go (enter).

❹ Tab to field to be updated (e.g. mail-stop, phone, comment, etc.) and enter current information.

❺ Click on Go (enter).

❻ Bottom of screen should now read: *Record Updated.*

BARRING A USER RECORD (for Termination Clearances)*

❶ Click on Display 2 User.

❷ Tab to Name field and type in patron's last name.

❸ If patron has no items charged-out, then click on Edit User.

❹ Click on Go (enter).

❺ Tab to Status and change to: BARRED.

❻ If patron has any Routings, change Allow Routing field to N (no).

❼ Tab to Override field and type in override password.

❽ Scroll down to Note field and type in: *Terminated*, today's date, and your initials.

❾ Click on Go (enter).

❿ Bottom of screen should now read: *Record Updated.*

* NOTE: For further information on Employee Clearances, See flow chart on Circulation: Patron Clearance.

REMOVING A USER

❶ Click on Display 2 User.

❷ Tab to Name field and type in patron's last name.

❸ If patron has no items charged-out, routings, etc. then click on Remove User.

❹ Click on Go (enter).

❺ On Remove User Screen, type in Y.

❻ Click on Go (enter).

❼ The bottom of screen should now read: "*User Removed*".

CLEARING RETURNED BOOKS

As books are discharged in Unicorn, separate the *older books* from the *newer books*.
(current year + 5)

Older Books

❶ Check each book pocket for a check mark.

❷ If no check mark* on book pocket, then
a. pull card from check-out file,
b. place a check mark on the book pocket and destroy card.

❸ Place *green* due date label on back cover of book.

❹ Inter-file with books on Bookstacks cart in book wing.

Newer books

If a book does not have a blue due date label, then

❶ Check item record to be sure that the ITEM TYPE is *1 MONTH* and the HOME LOCATION is *OPENSTACKS.*

❷ If not, then update item record.

❸ Place *blue* due date label on back cover of book.

❹ Inter-file with books on Openstacks cart in book wing.

BOOKS WITHOUT A BARCODE

If a book has an extended loan slip or a Dewey Decimal number, put on shelf for Collection Review Librarian. If there is no slip then,

❶ Pull card from "Non-Barcode" check-out file.

❷ Retrieve barcode from the "Barcode Sheets" notebook (the page and barcode number are written on the check-out card).

❸ Place barcode in book.

❹ Place a check mark on the book pocket and place card back in book.

❺ Put book on shelf for Collection Review Librarian.

PREPARING AVAILABLE HOLD BOOKS

After the book has been cleared,

❶ Pull Reference Request from Hold Requests Box and place inside book.

❷ If no request is found, then
   a. Check display 2 item for a "Return to" comment or waiting list (more than 1 hold).
   b. Make a notation on the hold receipt.

❸ Place book on shelf of items to be mailed

* NOTE: Books processed in 1998 or later will not have a check mark. These books do not have cards so there is no need to verify them. Check-out card production ceased as of Oct. 1997

RENEWALS

Books may be renewed either by the user or by single item.

Renew By Item

❶ Go to the RENEW ITEM command.

❷ Enter the barcode (item id) number.

❸ Press ENTER or click on GO.

❹ The message "ITEM RENEWED" will appear along with the date due.
If the book is on hold for another user, instead the message "ITEM HAS HOLDS" will appear. The book cannot be renewed without an override.

Renew By User

❶ Go to the RENEW USER command.

❷ Tab down to ALT ID and enter the user's employee badge number.

❸ The next screen presents a list of all of a user's charges that are eligible for renewal.

❹ **A**. Check the RENEW box next to each book to be renewed.

Or **B**. Use the RENEW ALL CHARGES field which allows you renew all the items on the current list by entering "Y" in this field.

❺ Press ENTER or click on GO.

❻ The message "ITEM RENEWED" appears beside an item.
When a book cannot be renewed, the message "PLEASE INVESTIGATE RENEWAL BLOCKS" will appear in the message area, and beside an item the specific block message like "ITEM HAS HOLDS".

PREPARING NEW BOOKS

❶ Transfer books from New Book Display to book cart.

❷ Count total number of New Books and record on calendar at Circ Desk.

❸ Check each book pocket for Waiting Lists.
   a. If no waiting list, then remove sign-up card and set aside book.
   b. If card has sign-ups then, place book in separate pile.

❹ Books <u>without</u> a waiting list:
   a. Scan each book as USE ITEM in Sirsi.
   b. Place books on cart (in order).
   c. Place blue "One Month Loan" label on the back cover of each book.
   c. Count number of books for re-filing and record total on calendar at Circ Desk.
   d. Inter-file with books on Openstacks cart in book wing.

❺ Books <u>with</u> a waiting list:
   a. Place blue "One Month Loan" label on the back cover of each book.
   b. Place on shelf for Books To Be Mailed.

❻ Count number of books for mailing and record total on calendar at Circ Desk.

✸ ✸ ✸ ✸ ✸ ✸ ✸ ✸ ✸ ✸

❽ In the morning, check-out books to patrons (books). Books with a waiting list are for two week loan and books with a single check-out (no waiting list) are for one month.

❾ Place books with no waiting list on Circ Desk for mailing.

❿ Books with a waiting list:
   A. For each additional patron on waiting list, place a hold for the book in Sirsi (type: W/L in comment field on Create Hold screen).
   B. Place books in separate stack on Circ Desk for mailing.

MAILING NEW BOOKS

Books with no waiting list: (one charge-out)

1. Fill out envelope for inter-office mail *or* call patron for pick-up (if requested).
2. Remove waiting list card from book pocket and discard.
3. Place book in envelope and mail.

Books with a waiting list: (more than one person signed up)

1. Fill out envelope for inter-office mail *or* call patron for pick-up (if requested).
2. Cross off patron's name on waiting list.
3. Place waiting list back in book pocket face down behind charge-out receipt.
4. Place book in envelope and mail.

BOOKS MISSING FROM SHELF

❶ Identify book and double check shelf.

❷ Check the check-out card files (item may be at TML).

❸ Click on Charge Item, tab to Employee Badge field, type in: MSG (all caps) and click on GO (enter).

❹ Type in barcode number and click on GO (enter).

❺ Bottom of screen should now read: *Item Charged.*

LOST BOOKS

1. Identify book and double check shelf.

2. Obtain memo for replacement (the memo should be addressed to Library Circulation, Attn.: Eric Hines, state that the item is lost, and contain: account code, call #, author, and title of book).

3. Pull check-out card (if item charged-out previous to 10/97).

   a. If item was charged after 9/97 and doesn't have a check-out card, then go to step 4.
   b. If item has a check-out card, then write "Charged to LOST" and date.
   c. Re-file check-out card.

4. Discharge item from customer's file.

5. Click on Charge Item, tab to Employee Badge field, type in: LOST (all caps) and click on GO (enter).
6. Type in barcode number and click on GO (enter).

7. Bottom of screen should now read: *Item Charged.*

Give memo to Judy Castagno for re-ordering book. When she returns memo, give to Eric Hines.

BOOKS MISSING FROM SHELF

❶ Identify book and double check shelf.

❷ Check the check-out card files (item may be at TML).

❸ Click on Charge Item,
   a. tab to Employee Badge field
   b. type in: MSG (all caps).
   c. click on GO (enter).

❹ Type in barcode number and click on GO (enter).

❺ Bottom of screen should now read: *Item Charged.*

MARKING AN ITEM AS CLAIMS RETURNED

❶ Identify book and double check shelf.

❷ Click on Edit Item,
   a. Enter barcode number.
   b. Select Charges field and click on GO (enter).

❸ On Edit Item screen,
   a. Change the Current Location to: Missing.
   b. Scroll to the bottom of the screen to the CLAIMS field (under Charges) and the enter date.

❹ Click on GO (enter).

LOST BOOKS

❶ Identify book and double check shelf.

❷ Obtain memo for replacement (the memo should be addressed to Library Circulation, Attn.: Eric Hines, state that the item is lost, and contain: account code, call #, author, and title of book).

❸ Pull check-out card (if item charged-out previous to 10/97).

a. If item was charged after 9/97 and doesn't have a check-out card, then go to step 4.
b. If item has a check-out card, then write "Charged to LOST" and date.
c. Re-file check-out card.

❹ Discharge item from customer's file.

❺ Click on Charge Item,
a. Tab to Employee Badge field.
b. Type in: LOST (all caps) and click on GO (enter).

❻ Type in barcode number and click on GO (enter).

❼ Bottom of screen should now read: *Item Charged.*

Give memo to Judy Castagno for re-ordering book. When she returns memo, give to Eric Hines.

LOST BOOKS PAID FOR BY PERSONAL CHECK

❶ Identify book.

❷ Have Judy price book.

❸ Make check payable to: Jet Propulsion Laboratory.

❹ Discharge item from customer's file.

❺ Mark book missing/lost in BEACON (See Lost Books).

❻ Forward check to acquisitions dept.

CHECKING IN WALL STREET JOURNAL

❶ In Sirsi, from COMMAND pull down menu, go to Item and then, Receive.

❷ Tab to Control ID and enter: WALL STRE J

❸ Click on GO (enter).

❹ On Receive Item screen, verify that the volume, number, and date match the issue. (If information does not match, then give to Barbara Amago for correction.)

❺ Click on GO (enter).

❻ Bottom of screen should now read: *Item Received.* On second screen, just click on GO (or press enter).

❼ Stamp issue with File Copy stamp.

❽ Place issue in Reading Room.

BARCODING/ADDING A JOURNAL VOLUME

Before adding a new call number to an existing title record, you must first identify that record in the catalog. Find the title in the catalog based on bibliographic information, using the BROWSE ITEM command. Once you have found the title, be sure **to verify the volume holdings** of the item record to ensure you have the correct record *, then simply use the cursor to point and click to a volume on the screen, and you are ready to add.

❶ Locate journal title in system and select a volume.

❷ Click on CREATE ITEM and then click on GO (enter).

❸ At first Create Item screen, select ADD CALL and click on GO (enter).

❹ At second Create Item screen,
   a. Make appropriate changes in Call # field. (e.g. JOURNAL VOL.10, 1970)
   b. Change Home Location to STORAGE (Only if item is older than current holdings retained in the library).
   c. Tab back to Barcode field and wand new barcode number (or type in new barcode number and click on GO).
   d. Bottom of screen should now read: *Item Created*

❺ Click on Display 1 Item and then click on GO (enter).

❻ On Display 1 Item screen, locate volume just added and verify information is correct.

❼ Click on Use Item and wand item barcode.

* Some journal titles have several item records attached to them.

ADDING A NEW JOURNAL TITLE

1. Make a new shelf label for title (place a new barcode on pre-cut cardstock strip and write the journal title & record number on it).
2. A. Look up journal title in BEACON and click on JOURNAL with generic barcode number. Edit Item and change call # to: JOURNAL LOOSE ISSUES. Back tab to Item Id. # field and wand new barcode. If no generic record, then go to B.
   B. After looking up journal title, click on Create Item (see barcoding a journal vol.) and instead of volume, enter LOOSE ISSUES, tab to Item Id # field and wand new barcode.
3. Make label for reading room (Open Microsoft Word, the file is located at G:644/circ/labels/maglabel)
4. Shift towers accordingly to accommodate new journal title.
5. Place new magnetic label and most current issue in reading room.
6. Place a check mark on all other issues, add to holdings on shelf (shift as is necessary) and place new label on shelf.

ADDING A JOURNAL TITLE CHANGE:

1. Follow steps 1-6 for new journal title.
2. Make divider stating that the title has been changed (Open Microsoft Word, the file is located at G:644/circ/journals/magdiv).
3. Write today's date on divider sheet, put in protective cover, and place in reading room in the old title's slot.
4. Make label stating that the title has been changed (Open Microsoft Word, the file is located at G:644/circ/journal/wooddiv).
5. Place label on wooden divider and put divider on shelf at the end of old title.

*See instructions for Adding a Journal Volume.

5/21/99

VIEWING INFO ON CLAIMED ISSUES

1. In Sirsi, from COMMAND pull down menu, go to Checkin and then, Display1.
2. At Display1 Checkin Screen,
   A. Enter Control ID (1st 4 letters of each word in journal title)
   B. Max number to display =100
   C. Checkin # = 1
3. Click on GO (enter).
4. Locate the issue in question and click on the numbered box next to the issue.
5. From COMMAND pull down menu, go to Checkin and then, Edit
6. Click on GO (enter).

USING PORTABLE SCANNER

❶ Turn on scanner

❷ Display will read: PRIMARY FUNCTIONS ACTIVE
Enter Function:

❸ Press ALT key (light blue) and then F5 key (light blue F1 key).

❹ Display will now read: Enter Function F5
USE ITEM
ITEM ID:

❺ The scanner is now ready to wand barcodes (once for each loose issue re-filed). *

SCANNER FUNCTION KEYS

The scanner's operation is controlled by function keys. There are four function keys at the top of the keypad, just below the display screen. Each of the four function keys produces a different command if the <ALT> key is pressed first. Listed below are the eight commands at the primary command level:

Function Key	Command		Function Key Combination	Command
<F1>	Help		<ALT> then <F1> (F5)	Use
<F2>	Charge		<ALT> then <F2> (F6)	Create User
<F3>	Discharge		<ALT> then <F3> (F7)	Pay
<F4>	Renew		<ALT> then <F4> (F8)	Switch FKEYS

The list of commands is always available by pressing <F1> (Help Key Display). The Help Key Display shows all the keys available for the current command level.

For more info, see Uploading Portable Scanner.

PERIODICALS WEEDED MONTHLY

TITLE:	RETAIN:	WEEDED ISSUES:
Aerospace Daily *	current month in R.R.	place in binder on shelf
Air Force Times	current + 3 months	recycle
Chemical Marketing Reporter *	current + 3 months	recycle
Computer World	until fiche arrives	recycle
Info World	current + 6 months	recycle
Wall Street Journal *	current + 3 months	recycle

- Retained in Reading Room

5/21/99

RECEIVING NEW FICHE

Unclassified Documents:
(white title bar)

1. Place fiche documents with multiple pages in envelopes.
2. Count number of new fiche received (each document is counted as one fiche).
3. Log in total on calendar at Circulation Counter (E.g. New=256).
4. File new fiche (make a new divider for every 5,000).
5. Give microfiche packing list to Acquisitions (Patty McCauley).

Unclassified Limited Documents:
(blue title bar)

1. Place fiche documents with multiple pages in envelopes.
2. Count number of new fiche received (each document is counted as one fiche).
3. Log in total on calendar at Circulation Counter (E.g. New=25).
4. Make a blue reference card for each document (Open Microsoft Word, the file is located at G:644/circ/labels/limdoc).
5. Inter-file cards in file.
6. Place new fiche in LCP box behind Circulation Counter.

Replacements:

1. Place fiche documents with multiple pages in envelopes.
2. Count number of replacement fiche received (each document is counted as one fiche).
3. Log in total on calendar at Circulation Counter (E.g. Replacements=7).
4. File new fiche and discard old fiche that was replaced.

PROCESSING HARDCOPY ORDERS

Microfilm & Microfiche Orders:

➊ Retrieve article request from microform work area.

➋ Print article (If the article exceeds 40 pages, send to Engineering Documents (Vellum File)*.

➌ Write: "Mailed" or "Called" on the Reference Request, stamp with date, and place with sent articles stack at Circulation Counter.

For orders over 20 pages or multiple orders for the same customer exceeding 20 pages total, *see* Engineering Documents (Vellum File) Orders.

ENGINEERING DOCUMENTS (VELLUM FILE) ORDERS

Outgoing Orders:

❶ Collect orders over 20 pages or multiple orders for the same customer exceeding 20 pages total.

❷ Fill out a "Reproduction Order" for each requesting patron.

❸ Separate blue copy of order, fold in half, and place duplicate of request(s) inside and keep together with order.

❹ Log in order in Microform Orders notebook and place order in pending order box.

❺ Walk order down to the Engineering Documents (Vellum File) located downstairs in 111-B25.

Incoming Orders:

❶ Pick-up orders from the Vellum File.

❷ Match each order (pink copy) with pending blue copy.

❸ Match each request to article, paper, or document and verify. (check title and/or author, beginning and ending pages, as well as quality of copy).

❹ Place pink copy of order in Microform Orders notebook and log in order as received.

❺ Attach blue copy to duplicate of request, write: "mailed" and date on request duplicate, and file in completed orders file in the Microform work area.

❻ A. Place article(s) on shelf to be mailed.

B. Call patron for pick-up, if requested, and place on Articles For Pick-up shelf (be sure to log-in on stat sheet under Repros Out).

C. If request is for ILL then,

① Separate duplicate request from article.
② Place article on ILL-Books In shelf.
③ Count duplicate request and log-in total on stat sheet under Repros Out.
④ Stamp duplicate request with today's date (RED date stamp) and place with Repros Mailed stack kept at Circ Counter.

REPLACING MICROFORM COPIER CARTRIDGES

1. Release toner cartridge compartment and remove used toner cartridge.
2. Unwrap cleaning wand and exchange with wand in copier.
3. Rotate new toner cartridge back and forth to distribute toner evenly.
4. Holding metal bar tab back, insert toner cartridge.
5. Push compartment up and back into place.
6. Break off toner cartridge tab and pull out tape.
7. Place used toner cartridge and cleaning wand in box.
8. Write "RECYCLE" on box and place next to a blue recycling bin for pick-up. *

- To order more cartridges, notify Claire Thoms.

VIEWING A FINISHED REPORT

In SIRSI, go to command pull down menu and select UTILITIES then select REPORTS.

At **Report Type Selection** Screen, **type: 2** (Finished Reports) **and enter.**
At **Operation Selection** Screen, **type: VIEW**
At **Finished Report Selection,** type in number of report to be viewed and enter.

The screen has now returned to the **Operation Selection** Screen, select [EXIT] and enter.
The screen has now returned to the **Report Type Selection** Screen, select [EXIT] and enter.

PRINTING A FINISHED REPORT

In SIRSI, go to command pull down menu and select UTILITIES then select REPORTS.

At **Report Type Selection** Screen, **type: 2** (Finished Reports) **and enter.**
At **Operation Selection** Screen, **type: PRINT**
At **Scheduled Report Selection,** type in number of report to be printed and enter.

The screen has now returned to the **Operation Selection** Screen, select [EXIT] and enter.
The screen has now returned to the **Report Type Selection** Screen, select [EXIT] and enter.

SUSPENDING A REPORT

At **Report Type Selection** Screen, **type: 1** (Running Reports) **and enter.**
At **Operation Selection** Screen, **type: SUSPEND**
At **Scheduled Report Selection,** type in number of report to be suspended and enter.

The screen has now returned to the **Operation Selection** Screen, select [EXIT] and enter.
The screen has now returned to the **Report Type Selection** Screen, select [EXIT] and enter.

REPORTS TO SUSPEND BEFORE A HOLIDAY

REPORT	RUNS
1stOverdue	M-F @ 7:05
2nd+3rdOverdue	M-F @ 7:20
Dailyrequests	M-F @ 8:10
1stRecalls	M-F @ 9:10
OMLRecalls	M-F @ 9:20
2nd+Recalls	M-F @ 9:30
W/Lrecalls2+	M-F @ 9:40
3rdRecallList	M-F @ 9:50
OverdueList	FRI @ 11:00
Refcharges	FRI @ 8:00

UNSUSPENDING A REPORT

At **Report Type Selection** Screen, **type: 1** (Running Reports) **and enter.**
At **Operation Selection** Screen, **type: UNSUSPEND**
At **Scheduled Report Selection,** type in number of report to be unsuspended and enter.
Next, type in date report should begin running (MONTH/DAY/YEAR) and enter.
Press enter again.

The screen has now returned to the **Operation Selection** Screen, select [EXIT] and enter.
The screen has now returned to the **Report Type Selection** Screen, select [EXIT] and enter.

* After Unsuspending reports on first day back, run a report for the last day library was open.
See guidelines on copying, modifying, and running the **Charge Count** and **Holdlist** Reports.

UPLOADING PORTABLE SCANNER

Transferring data to PC:

1. Connect Intermac Scanner to serial port.
2. Turn on the scanner
3. Double click on SCANUPLD icon in the general applications folder.
4. After data has been transferred, turn off and disconnect scanner.

Transferring data to server:

1. Halt workstation and from Utility Selection Screen, select: SCANNER.
2. Select: PORTABLE WORKSTATION
3. Select: PC
4. Select disk drive: C
5. Is the disc ready?
   Type in: YES

Loading data into SIRSI:

1. From REPORT utility, select RUNNING REPORTS
2. Select: CREATE
3. Select: SCANNER group of reports
4. Select: LOADSCANNER report
5. Select: SCHEDULE
6. Run the report ASAP
7. Select printer: BEACON

1stOVERDUE

This report is set up to produce generalized overdue notices and send them via e-mail.

Charge Selection Phase

# Overdue Notices			
	Range type:	Exactly 0	*Selected to only produce notices for books with no prior notices*
Date Charged:			
	Date type:	Fixed	*Selected so that report does not produce notices for all of the overdue books before 1 month loan implementation*
	Date range:	After 9/1/99	
Date Due			
	Date type:	Sliding	*Selected to give a grace period before notices are produced*
	Date Unit:	Days	
	Beginning:	Before Indefinite	
	Ending:	Before 4 Days	

Item Selection Phase

# Copy Holds			
	Range type:	Exactly 0	*Selected so as not to conflict with recall report notices*
Item Type			
	Item type:	Contain 1 Month	*Selected to only include books that are 1 month loan*

Formatting Phase

Salutation on Notice: NO
Library Address on Notice: YES
Message 1: if user has exactly 0 prior notice(s), send 1stoverdue message
Type of Notice: OVERDUE
Count as Notice Sent: YES
User ID on Notice: YES

Scheduling

Run report:	Periodically
Frequency:	Weekly
Days:	Monday, Tuesday, Wednesday, Thursday, Friday
Time:	7:05

Automatic Notice Mailing Selection

Automatically E-mail: Yes

$2^{nd}+3^{rd}$OVERDUE

This report is set up to produce generalized overdue notices.

Charge Selection Phase

Date Charged:			
	Date type:	Fixed	*Selected so that report does not produce notices for all*
	Date range:	After 9/1/99	*of the overdue books before 1 month loan implementation*
Date Due			
	Date type:	Sliding	*Selected to ensure that notices are produced for only*
	Date Unit:	Days	*overdue books*
	Beginning:	Before Indefinite	
	Ending:	Before 1 Days	
Date Notice Sent			
	Date type:	Sliding	*Selected to give a grace period before notices are produced*
	Date Unit:	Days	
	Beginning:	Before Indefinite	
	Ending:	Before 7 Days	

Item Selection Phase

# Copy Holds			
	Range type:	Exactly 0	*Selected so as not to conflict with recall report notices*
Item Type			
	Item type:	Contain 1 Month	*Selected to only include books that are 1 month loan*

Formatting Phase

Salutation on Notice: NO
Library Address on Notice: YES
Message 1: if user has exactly 1 prior notice(s), send 2ndoverdue message
Message 2: if user has more than 1 prior notice(s), send 3rdoverdue message
Type of Notice: OVERDUE
Count as Notice Sent: YES
User ID on Notice: YES

Scheduling

Run report:	Periodically
Frequency:	Weekly
Days:	Monday, Tuesday, Wednesday, Thursday, Friday
Time:	7:20

1stRecalls

This report is set up to produce recall notices for books that are not one-month loan.

Charge Selection Phase

# Recall Notices			
	Date type:	Fixed	*Selected to produce notices for books that haven't been recalled yet*
	Date range:	Exactly 0	
Date Charged			
	Date type:	Sliding	*Selected to produce notices for books two weeks or more after the check-out date*
	Date Unit:	Days	
	Beginning:	Before Indefinite	
	Ending:	Before 15 Days	
Date Recalled			
	Date type:	Fixed	*Selected to produce notices for items on hold that have no recall date*
	Date Range:	Never	

Item Selection Phase

Home Location			
	Home Location:	Not Contain Openstacks	*Selected to only include books that are NOT 1 month loan*
# Copy Holds			
	Range type:	More than 0	*Selected to only produce notices for books with holds*

Formatting Phase

Salutation on Notice: NO
Library Address on Notice: YES
Message 1: if user has exactly 0 prior notice(s), send 1strecall message
Type of Notice:
Count as Notice Sent: YES
User ID on Notice: YES

Scheduling

Run report:	Periodically
Frequency:	Weekly
Days:	Monday, Tuesday, Wednesday, Thursday, Friday
Time:	9:10

OML Recalls

This report is set up to produce recall notices for one-month loan books.

Charge Selection Phase

# Recall Notices			
	Date type:	Fixed	*Selected to produce notices for books that haven't been recalled yet*
	Date range:	Exactly 0	
Date Due			
	Date type:	Sliding	*Selected to produce notices for books 1 day after the due date*
	Date Unit:	Days	
	Beginning:	Before Indefinite	
	Ending:	Before 1 Days	
Date Recalled			
	Date type:	Fixed	*Selected to produce notices for items on hold that have no recall date*
	Date Range:	Never	

Item Selection Phase

Home Location			
	Home Location:	Contain Openstacks	*Selected to only include books that are 1 month loan*
# Copy Holds			
	Range type:	More than 0	*Selected to only produce notices for books with holds*

Formatting Phase

Salutation on Notice: NO
Library Address on Notice: YES
Message 1: if user has exactly 0 prior notice(s), send 1strecall message
Type of Notice:
Count as Notice Sent: YES
User ID on Notice: YES

Scheduling

Run report:	Periodically
Frequency:	Weekly
Days:	Monday, Tuesday, Wednesday, Thursday, Friday
Time:	9:20

2nd+Recalls

This report is set up to produce 2nd and 3rd recall notices for all book types.

Charge Selection Phase

Date Notice Sent		
Date type:	Sliding	*Selected to produce notices 4 days after the last notice was was sent*
Date Unit:	Days	
Beginning:	Before Indefinite	
Ending:	Before 4 Days	

Date Recalled		
Date type:	Sliding	*Selected to produce notices for books that have had a hold placed before the previous day*
Date Unit:	Days	
Beginning:	Before Indefinite	
Ending:	Before 1 Day	

Item Selection Phase

# Copy Holds		
Range type:	More than 0	*Selected to produce notices for books with holds*

Formatting Phase

Salutation on Notice: NO
Library Address on Notice: YES
Message 1: if user has exactly 1 prior notice(s), send 2ndrecall message
Message 2: if user has more than 1 prior notice(s), send 3rdrecall message
Type of Notice:
Count as Notice Sent: YES
User ID on Notice: YES

Scheduling

Run report:	Periodically
Frequency:	Weekly
Days:	Monday, Tuesday, Wednesday, Thursday, Friday
Time:	9:30

W/Lrecalls2+

This report is set up to produce 2^{nd} and 3^{rd} recall notices for all book types.

Charge Selection Phase

Date Notice Sent			
	Date type:	Sliding	*Selected to produce notices 6 days after the last notice was*
	Date Unit:	Days	*was sent*
	Beginning:	Before Indefinite	
	Ending:	Before 6 Days	
Date Recalled			
	Date type:	Fixed	*Selected to produce notices for items on hold that have no*
	Date Range:	Never	*recall date*

Item Selection Phase

# Copy Holds			
	Range type:	More than 0	*Selected to produce notices for books with holds*

Formatting Phase

Salutation on Notice: NO
Library Address on Notice: YES
Message 1: if user has exactly 1 prior notice(s), send 2ndrecall message
Message 2: if user has more than 1 prior notice(s), send 3rdrecall message
Type of Notice:
Count as Notice Sent: YES
User ID on Notice: YES

Scheduling

Run report:	Periodically
Frequency:	Weekly
Days:	Monday, Tuesday, Wednesday, Thursday, Friday
Time:	9:40

3rdRecallList

This report is set up to produce a list of books that have had 3 or more recall notices.

Charge Selection Phase

Recall Notices

Range type:	More than 2	*Selected to list books with 3 or more notices sent*

Item Selection Phase

Copy Holds

Range type:	More than 0	*Selected to only list books with holds*

Sorting Phase

Sort by:	User Name	*Selected to list books in order of the user's name that has the book(s) checked-out*

Scheduling

Run report:	Periodically
Frequency:	Weekly
Days:	Monday, Tuesday, Wednesday, Thursday, Friday
Time:	9:50

OverdueList

This report is set up to produce a list of books that have had more than 3 overdue notices.

Charge Selection Phase

# Recall Notices			
	Range type:	More than 3	*Selected to list books with 3 or more notices sent*

Item Selection Phase

# Copy Holds			
	Range type:	More than 0	*Selected to only list books with holds*

Sorting Phase

Sort by:	User Name	*Selected to list books in order of the user's name that has the book(s) checked-out*

Scheduling

Run report:	Periodically
Frequency:	Weekly
Days:	Monday
Time:	11:00

CIRC STATS-CI (Books & Documents Out)

This report is set up to produce monthly Charge Item statistics.

Transaction Selection Phase

Transaction Date Range

Date type:	Sliding
Date unit:	Months
Beginning:	1
Ending:	0

Command

Command:	Charge Item

Transtat Selection Phase

Item Category 1

Item Catgry 1:Audio, Book, CD-Rom, Doc, Journal, Misc, Video

Formatting Phase

Formatting Column Phase

Column:	Total
Row:	Item Category 1

Scheduling

Run report:	Periodically
Frequency:	Monthly
Day:	1
Time:	10:10

CIRC STATS-DI (Books & Documents In)

This report is set up to produce monthly Discharge Item statistics.

Transaction Selection Phase

Transaction Date Range
Date type: Sliding

Date unit: Months
Beginning: 1
Ending: 0

Command
Command: Discharge Item

Transtat Selection Phase

Item Category 1
Item Catgry 1:Audio, Book, CD-Rom, Doc, Journal, Misc, Video

Formatting Phase

Formatting Column Phase
Column: Total

Row: Item Category 1

Scheduling

Run report: Periodically
Frequency: Monthly
Day: 1
Time: 10:20

CIRC STATS-UI (In House Use)

This report is set up to produce monthly Use Item statistics.

Transaction Selection Phase

Transaction Date Range

Date type:	Sliding
Date unit:	Months
Beginning:	1
Ending:	0

Command

Command:	Use Item

Transtat Selection Phase

Item Category 1

Item Catgry 1: Book, CD-Rom, Doc, Journal, Misc, Video

Formatting Phase

Formatting Column Phase

Column:	Total
Row:	Item Category 1

Scheduling

Run report:	Periodically
Frequency:	Monthly
Day:	1
Time:	10:30

CIRC STATS-CH (Holds Placed)

This report is set up to produce monthly Create Hold statistics.

Transaction Selection Phase

Transaction Date Range

Date type:	Sliding
Date unit:	Months
Beginning:	1
Ending:	0

Command

Command:	Charge Item

Transtat Selection Phase

Item Category 1

Item Catgry 1:Audio, Book, CD-Rom, Doc, Journal, Misc, Video

Formatting Phase

Formatting Column Phase

Column:	Total
Row:	Item Category 1

Scheduling

Run report:	Periodically
Frequency:	Monthly
Day:	1
Time:	10:40

6/2/2000

MONTHLY COMPILATION OF CIRCULATION STATISTICS

Circulation Daily Statistics:

❶ Update and print new Circulation Daily Statistics sheets (open Microsoft Word, the file is located at G:\\644\circ\stats\Daily Stat Sheets).

❷ Update and print log sheets for Daily Statistics (open Microsoft Word, the file is located at G:\\644\circ\stats\Daily Total.tbl). Be sure to save document before closing.

❸ Transfer totals from Circulation Daily Statistics sheets (kept at counter) to Daily Statistics log sheets.

❹ Total figures on log sheets.

❺ Enter figures into monthly Circulation Statistics table (open Microsoft Excel, the file is located at G:\\644\circ\stats\CIRC2000 Rev.xls). Be sure to save document before closing.

Microform Daily Statistics:

❶ Update and print log sheet for Microform Daily Statistics (open Microsoft Word, the file is located at G:\\644\circ\stats\fiche.tbl). Be sure to save document before closing.

❷ Transfer totals from calendar at Circulation Counter to Microfiche column on log sheet.

❸ Total figures on log sheet.

❹ Enter figures into monthly Circulation Statistics table (open Microsoft Excel, the file is located at G:\\644\circ\stats\CIRC2000 Rev.xls). Be sure to save document before closing.

Print monthly Circulation Statistics table, make a copy and give to Eric Hines.

Place original Circulation Statistics table along with both log sheets in the **Circulation Statistics Notebook** kept behind Circ Counter.

NOTE: Circulation Statistics Reports run every 1st of the month, these are collected and placed at the back of the Circulation Statistics Notebook for future use.

6/7/2000