



Circulation Services in a Small Academic Library (Libraries Unlimited Library Management Collection)

Constance Battaile

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In a library, circulation is the process of lending books to borrowers and accurately reshelving them after they have been returned so that they will be retrievable by the next user. This basic cycle has many elaborations and sub-cycles attached to it, such as those for overdues and holds, the record-keeping process, and the reserve book operation. These sub-cycles vary from library to library, but the basic cycle remains the same in every library that allows patrons to remove books. Connie Battaile provides a detailed volume written for those new to the circulation department of small academic libraries. The author presents not the definitive way to run a circulation department, but rather she provides a variety of possible methods.

Because the circulation department is the main public contact point, many library housekeeping chores are assigned to it. Again, these additional responsibilities vary from library to library, but the author provides various procedures. The physical environment of the department and the stacks, the staff, effective communications, and scheduling are covered in full detail.

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