

Topic: Collection Development and Management – Circulation

3.7 Check-In

Board Motion Number:	17.025
Date of Original Board Motion Number:	November 19, 2007
Date of Current Issue:	March 28, 2017
Date of Next Review:	2019
Attachments:	None

Signature of Board Chairperson (and Date):

Policies

The North Kawartha Public Library will implement efficient procedures for the check-in of Library materials.

Procedures

1. A staff member will initially verify that returned material belongs to the Library.
2. A staff member will inspect the returned item for damage. Items identified during check-in as needing repair will be set aside.
3. If returned material is overdue, the overdue material and fine procedures must be followed.
4. If returned material has been damaged, a charge (equivalent to the replacement value of the damaged item) will be levied. When there is a charge, the money is collected and the amount and the reason for the charge must be noted on the cash receipts book at the circulation desk.
5. Items which have been reserved for other patrons – this will be indicated on the computer at check-in – will be set aside for patron notification.
6. Items ready to be re-shelved will be placed on a book trolley. Re-shelving will be undertaken on the same day that items are returned.
7. The Circulation Desk Handbook (available at the circulation desk) contains detailed procedures for handling the computer check-in of Library materials.