



GUAM PUBLIC LIBRARY SYSTEM
POLICIES AND PROCEDURES

CATEGORY: Circulation
Appendix #1

PAGE: 1 of 1

A Library Technician prepares and performs day to day Circulation activities in a quick and efficient way in providing library resources and services in a friendly, welcoming and interacting atmosphere, respects diversity and ensures the privacy of patron information.

Whenever a patron signs out library material, these materials are circulated according to the Circulation Policies in place. It is still important to be familiar with the paper/card process. Sometimes the computer technology will fail! The hardware fails, the power fails, the network fails, etc. Knowledge of the traditional card method for circulation will help you develop a plan in the case of computer failure.

- Check-in / Check-out & reserve library materials for patrons;
- Inspect items / materials for any torn pages, writings, missing audio, etc.;
- Check the bar codes and labels for accuracy. Consider barcode placement on "old" accession number (10 digits) and spine labels;
- Desensitize (Checking out) / sensitize (Checking in) of items / materials;
- Reshelf items / materials in their proper places;
- Assist patron(s) with any questions or inquiries regarding services provided by GPLS;
- Issue new / replacement library cards for patrons
- Complete processing of new applications for patrons by verifying Application filing cabinet / inputting or updating Horizon database (Bookmobile and Branches require patron(s) to fill out two applications);
- Type out borrower's cards and file in numerical order (Bookmobile & Branch Library's)
- Receives and records money collected daily for computer print-outs, overdue fine payments, lost and damaged items/materials, and library card
- Counts, calculates, and records patron attendance, and statistics of circulation/registration/overdue items/reader's assistance, numbers from the 3M Detective System on Circulation Record Book
- Assist in calling Patrons three (3) days before items/materials are due, to avoid paying fines
- Provides assistance in the use of library collection print-outs and online catalog
- Provides assistance and orientation to library patrons regarding library policies, rules and regulations
- Provides clear and concise direction in the location of library resources and information
- Conducts library orientations and tours to patrons of all ages
- Answers general questions in person, telephone, air mails, and emails