	Department of Science and Technology SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE	Document Code	PM-IRAD-LS-04-03
		Revision No.	0
	PROCEDURES MANUAL	Page No.	1 of 3
SECTION	PRODUCT REALIZATION	Effectivity Date	
SUBJECT	LIBRARY CIRCULATIONS		

1.0 Objectives

To provide quality library services and an efficient circulation operation through:

- efficient charging in and out of library materials;
- diligent maintenance of the library shelves; and
- reliable referral and document delivery services.

2.0 Scope

This procedure covers the library circulations process which includes receiving and shelving/filing all physical material acquisitions of the library, receiving and serving library clients, charging library materials and other customer related library services.

3.0 Definition of Terms

Circulating collection - books and other materials that may be checked out by library clients for use inside or outside the library

Circulation - process of checking books and other materials in and out of a library

Referral - a type of reference transaction in which a patron with an information need is directed to a reputable person or agency outside the library, better qualified to provide assistance

SDI - Selective Dissemination of Information; A service or publication designed to alert scholars, researchers, customers, or employees to recently published literature in their field(s) of specialization

SILMS - SciNET-Phil Integrated Library Management System


STARBOOKS - Science and Technology Academic and Research-Based Openly Operated Kiosk Stations

4.0 Records

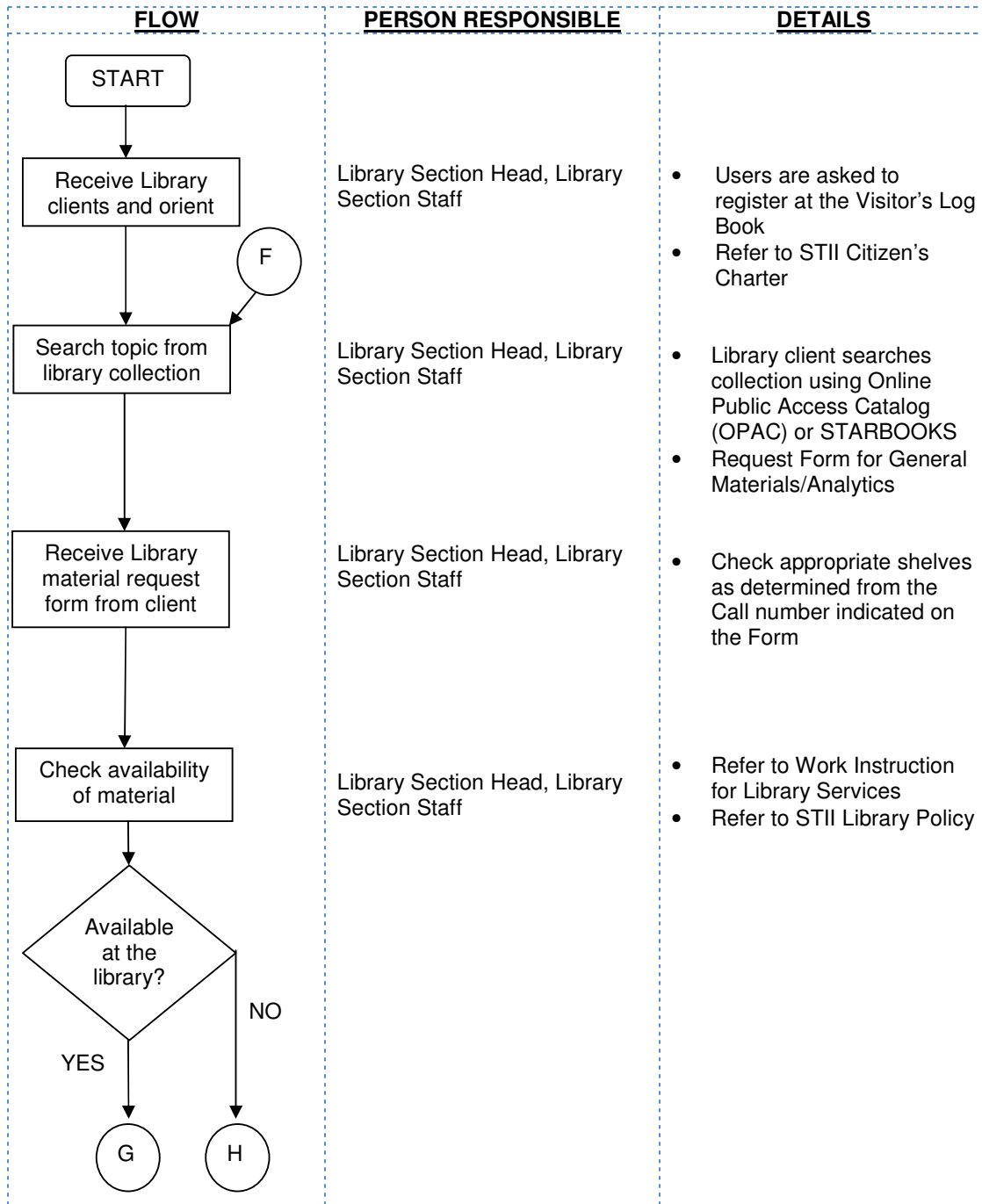
- Borrower's Ledger
- Library Survey Form
- Library User Request Form
- Material Request Slip
- SILMS Record
- STARBOOKS database
- Visitor's log book

5.0 References

- Dictionary of Library and Information Science
- STII Library Policy Manual
- Work Instructions for Library Services


	Department of Science and Technology SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE	Document Code	PM-IRAD-LS-04-03
		Revision No.	0
	PROCEDURES MANUAL	Page No.	2 of 3
SECTION	PRODUCT REALIZATION	Effectivity Date	
SUBJECT	LIBRARY CIRCULATIONS		

6.0 Procedure



Prepared by:

Approved by:

	Department of Science and Technology SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE	Document Code	PM-IRAD-LS-04-03
		Revision No.	0
	PROCEDURES MANUAL	Page No.	3 of 3
SECTION	PRODUCT REALIZATION	Effectivity Date	
SUBJECT	LIBRARY CIRCULATIONS		

