

Circulation Myth Busters!

A very special and informative presentation about
Circulation by:

Julie Leuzinger

Willis Library

Monday, December 3, 2007

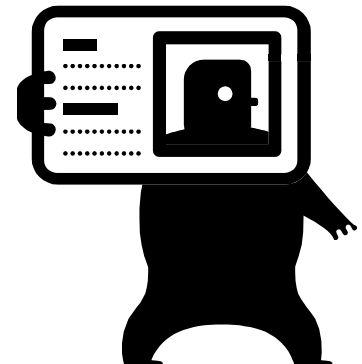


Circulation....

- checks out materials
- maintains circulation records
- provides search services for missing books
- issues courtesy and TexShare cards
- retrieves items from remote storage
- collects fines
- maintains the library lost and found
- assigns graduate carrels
- provides circulation services to distance education patrons
- opens and closes the building
- and, monitors library security.

ID cards honored at the Circulation Desk

- University of North Texas
- Texas Women's University
- Texas A & M University at Commerce
- University of North Texas Health Science Center
- TexShare cards (a picture ID must also be shown)
- UNT Libraries Courtesy Card (a picture ID must also be shown)



Courtesy Cards

- Members of the UNT Exes (must present current UNT Exes card)
 - Spouse or adult child of a UNT faculty or staff member
 - Part-time UNT faculty members
 - Unenrolled Masters/PhD students
 - Undergraduates not enrolled for spring or summer of the current academic year
 - Unenrolled UNT students finishing an “incomplete” grade
 - Retired UNT faculty or librarian
 - Denton county resident
 - Friends of the Library
- Please have patrons confirm eligibility with the main circulation desk before check out--

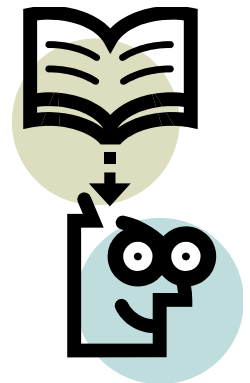
Renewals- books are eligible for renewal if...

- Patron record is current
- Patron is not blocked
- Books are regular circulating items
- Books are not at recall or hold status

Regular circulating library materials may be renewed by:

- Bringing the books in person to a circulation desk
- Through the library web site (need PIN and UNT ID number)

--No phone or email renewals—

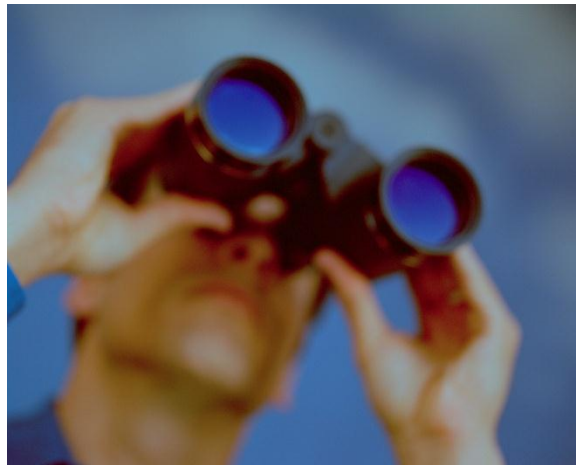


Hold and Recall

- If a regular circulating item is checked out, you may request a hold or recall on that item at the circulation desk.
- The user of the item will be asked to return the item at the end of a period of three weeks from the initial check out of that item (faculty reserves may be recalled immediately).
- Patron is notified by email when the recalled item is available for check out.

Missing items

- If a patron is unable to locate an item that shows up as available in the catalog, check with the circulation desk to see if the item was recently checked in.
- It usually takes 2-3 days from check in to get the item to the shelf -- as the end of the semester approaches and more items are returned, reshelving takes longer.
- Items not located are placed on our search list.



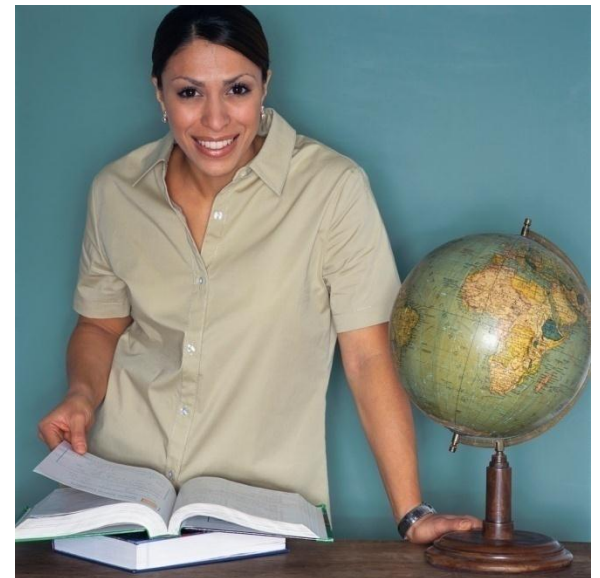
Library Material Delivery Service

The Circulation Department will honor delivery requests for UNT Library owned materials:

- From Distance Learning students
- From students who take classes at the UNT Dallas campus only
- For items located in remote storage
- For items at other UNT libraries off campus
 - Patron should fill out their own request --

Final Circulation Myth Busted!

- To offer the best service to our patrons, please contact a full-time circulation staff member if you are unsure of any circulation policy---- We are happy to help!



Resources

- UNT Libraries Circulation home page:
<http://www.library.unt.edu/circulation>
(ext. 2413)

