
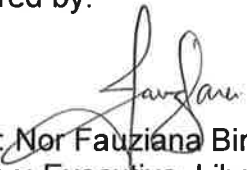




ORIGINAL DOCUMENT

	UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK LIBRARY DEPARTMENT LIBRARY BOOK/AV CHECK IN PROCESS	Doc. No.:	UniKL/RCMP/ LIB/CI/03
		Revision No.:	02
		Date:	19 March 2018
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Prepared by:  Name: Nor Fauziana Binti Abdul Rahaman Position: Executive, Library Date: 19 March 2018	Approved by:  Name: Suhaila Binti Ishak Position: Assistant Manager, Library Date: 19 March 2018
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AMENDMENT RECORD

No.	Date	Remarks	Revision no.	Approved by
1	09 May 2014	Establishment	00	HOD
2	01 July 2017	Establishment	01	HOD
3	19 March 2018	Establishment	02	HOD

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1.0 OBJECTIVE

The objective of this Library Book/Av [Check In Process](#) is to explain the procedure to enable Library return process in consistent way in supporting circulation flow.

2.0 SCOPE

This process is to establish the procedure that encompasses return in Library materials [using KOHA library system](#).

3.0 REFERENCES

Library Policy

4.0 DEFINITIONS/ABBREVIATIONS

AV	:	Audio Visual
UniKL	:	Universiti Kuala Lumpur
ID card	:	Identity card
WI	:	Work instruction

5.0 RESPONSIBILITY

- 5.1 Assistant Manager of Library is responsible to ensure this procedure is adhered to.
- 5.2 Librarian is responsible to follow and adhered to this procedure.
- 5.3 Circulation staff is responsible to follow and adhered to this procedure



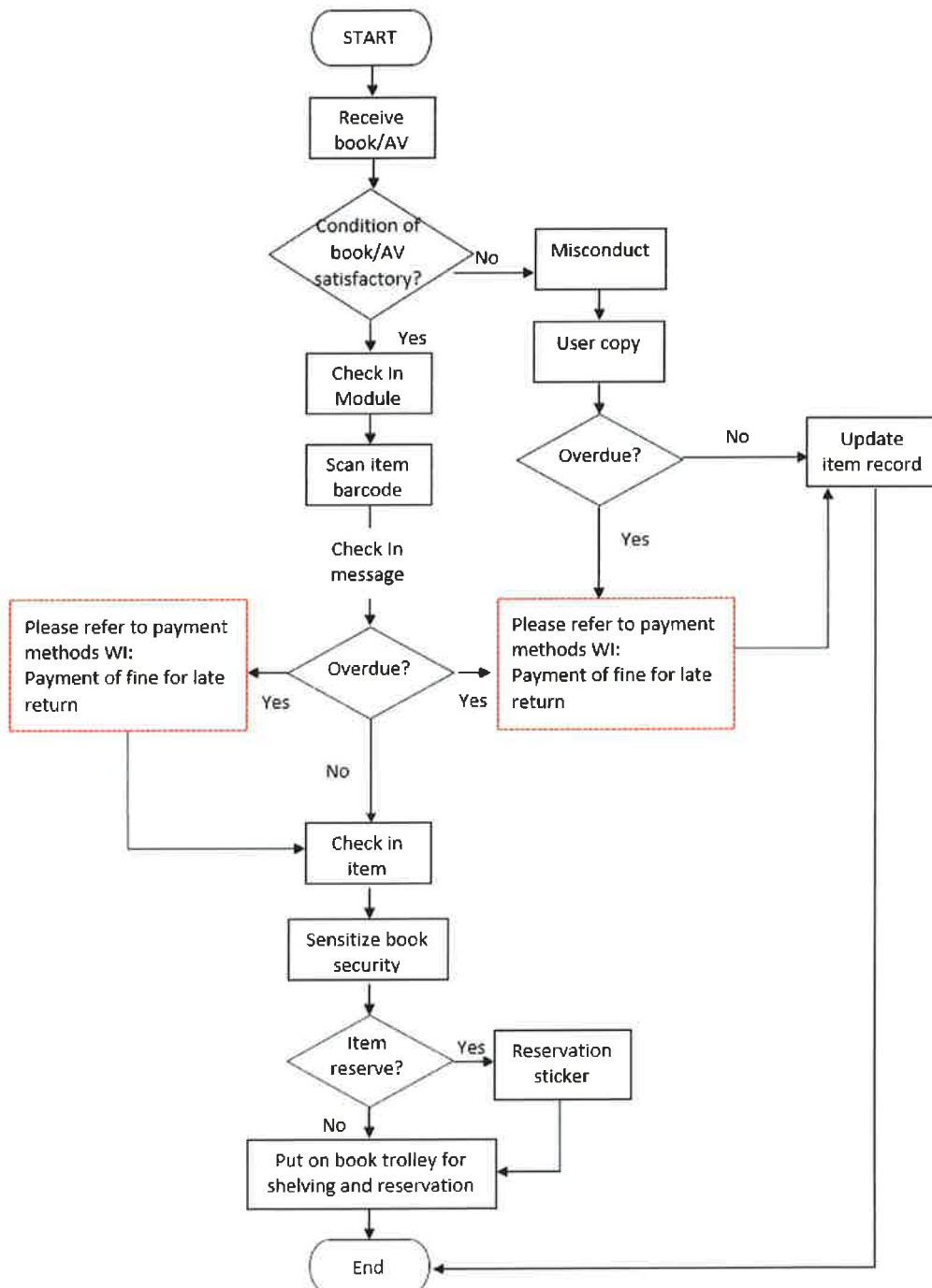
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6.0 PROCEDURE

Refer to the process flowchart as below:



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7.0 DESCRIPTION

No.	Description	Person in Charge	Document
1	1.1 Receive book/AV – User comes to the counter with the book/AV that they want to return. – Users returned item/s using drop box.	All library staff	Item borrowed
2	2.1 Book/AV condition? 2.1.1. Book/AV in good condition (Yes) – Circulation staff must ensure the returned item/s in good condition. – If in good condition, proceed to no 3 2.1.2. Book/AV not in good condition (No) – Circulation staff must ensure the returned item/s in good condition. – Item damaged (Refer Library Policy: Loan Policy no.4, no.6, & no. 7). 2.1.2.1 'Misconduct form' – The borrower need to fill in 'Misconduct Form'. – Use 'Patron module' to search for patron details, damaged borrowed item details and late fine (if any) – Library staff must also state in the form: i) Item price (current price:contact supplier) ii) Late fine amount (if any) – Give one copy of completed form to the user. – Explain the reason of fill in the Misconduct Form and the amount that the user need to pay	All library staff	KOHA/ Library policy/ Misconduct Form




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	<p>2.1.2.2 Overdue? (Yes)</p> <ul style="list-style-type: none"> - Refer to work instruction: Payment of fine for late return - Update item record - Circulation staff must change the book/av status from 'Available' to 'Not for loan (Lost)' and (Damaged). <p>2.1.2.4 Overdue? (NO)</p> <ul style="list-style-type: none"> - Update item record - Circulation staff must change the book/av status from 'Available' to 'Not for loan (Lost)' and (Damaged). <p>2.2 End of session.</p>	All library staff	KOHA/ Work instruction/ Library cash log book: Late fine/ Fee receipt
3	<p>3.1 Check In Module</p> <ul style="list-style-type: none"> - Click 'Check In' button 	All library staff	ID card/ KOHA
4	<p>4.1 Scan item barcode</p> <ul style="list-style-type: none"> - Scan/key in item/s barcode (borrowed) into the Library check in system <p>*ISBN barcode (at the back cover of the book) is not an item barcode</p>	All library staff	Item borrowed/ KOHA
5	<p>5.1 Check in message</p> <ul style="list-style-type: none"> - It is a message from KOHA system to inform the Circulation staff whether the borrower return the item(s) with or without fine - Click on the message or click on "Patron name" to get into detail 	All library staff	KOHA

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6	6.1 Overdue? 6.1.1 Pay late fine? (Yes) – Refer to work instruction: Payment of fine for late return 6.1.2 Pay late fine? (No) – Proceed to no 7	All library staff	Library cash log book: Late fine/ Fee receipt
7	7.1 Check in – Discharging from borrowing record.	All library staff	KOHA
8	8.1 Sensitize security – Sensitize security strip by using book check machine.	All library staff	-
9	9.1 Item reserved? 9.1.1 (Yes) – Put on reservation sticker note on the item – Put on circulation trolley 9.1.2 (No) – Proceed to no 10	All library staff	KOHA
10	10.1 Put on trolley for shelving – Available for next loan	All library staff	-

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8.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	Library cash log book: Late fine	Library/Library staff	5 years
2	Fee receipt	Library/Library staff	5 years
3	Circulation – Check In (KOHA library system–online)	Library/Library staff	5 years
4	Misconduct Form Record-(UniKL/RCMP/LIB/MF-02)	Library/Library staff	5 years
5	Work instruction (Payment of fine for late return)	Library/Library staff	

(Work instruction)

Payment of fine for late return.

