


ORIGINAL DOCUMENT

	UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK LIBRARY DEPARTMENT LIBRARY BOOK/AV CHECK OUT PROCESS	Doc. No.:	UniKL/RCMP/ LIB/CO/02
		Revision No.:	02
		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 Out** Process is to explain the procedure to enable Library loan in consistent way and to support teaching and learning and research process at UniKL.

2.0 SCOPE

This process is to establish the procedure that encompasses loan out Library materials by registered Library members 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.



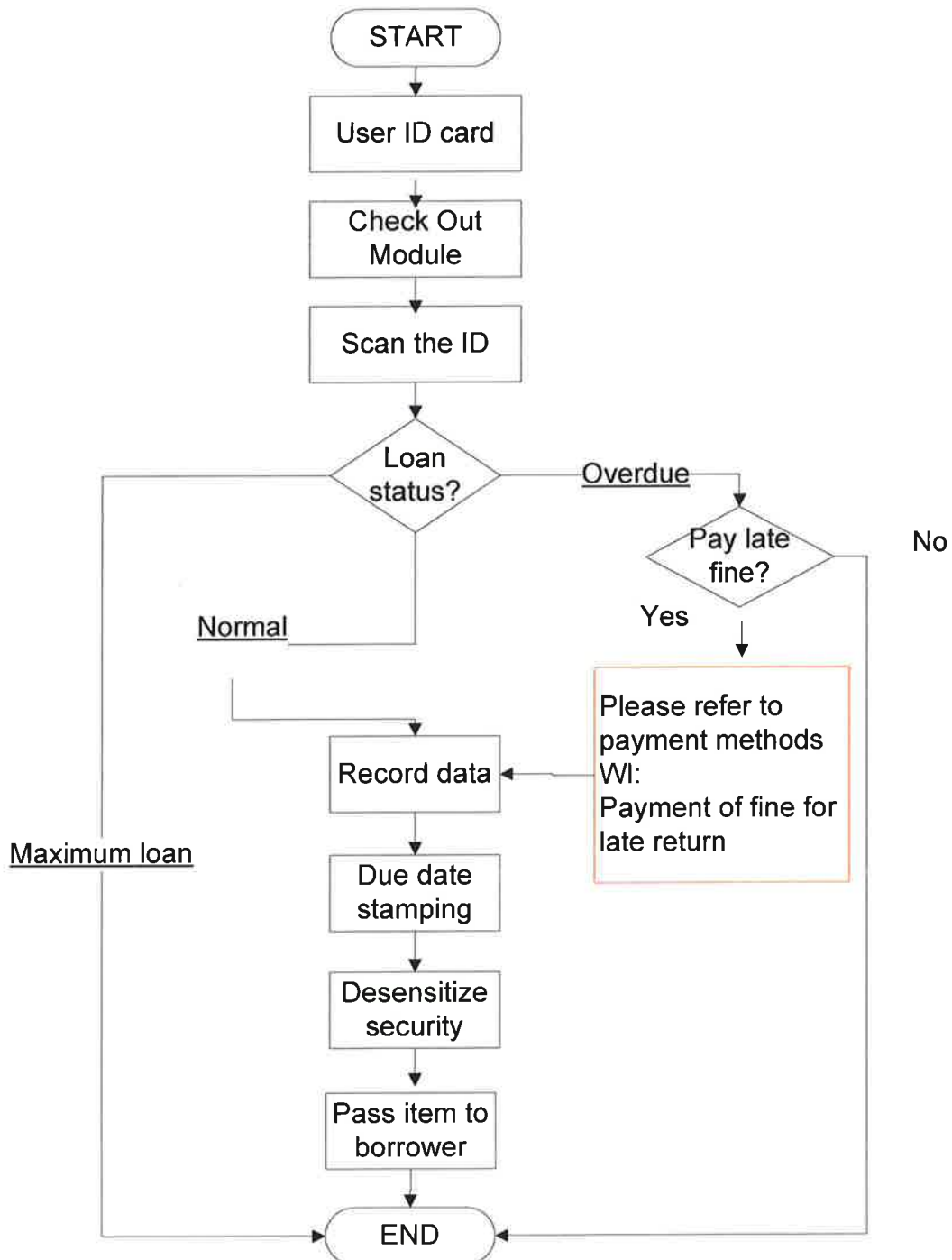
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6.0 PROCEDURE

Refer to the process flowchart as below:



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7.0 DESCRIPTION

No.	Description	Person in Charge	Document
1	1.1 User ID – User must present ID card or other supported documents that shows that he/she is UniKL citizen. – If no ID card, end of session.	All library staff	ID card/ Supported document/ KOHA
2	2.1 Check Out Module – Click 'Check Out' button	All library staff	KOHA
3	3.1 Scan the ID – Circulation staff will scan the ID card or key in ID number into textbox given.	All library staff	ID card/ Supported document/ KOHA
4	4.1 Loan status? – Check 'Check Out' status 4.2 Maximum loan – Members are not allowed to borrow if they already up to the limit of items allowed (6 items) in their account. – Advice borrower to return either one. 4.3 Overdue – He/she need to return overdue borrowed item with paying fine before borrowing new item.	All library staff	KOHA




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	<p>4.3.1 Pay late fines (Yes)</p> <ul style="list-style-type: none"> - Return borrowed item by ticking on 'Check in' box. Click on 'Renew or checking selected items'. - Refer to work instruction: Payment of fine for late return <p>4.3.2 Pay late fine? (No)</p> <ul style="list-style-type: none"> - Check out item(s) if borrower fine record is less than RM50.00 (Refer Library Policy: Loan Policy no.5 & no. 7). - End of session if the borrower fine record is more than RM50.00 (Refer Library Policy: Loan Policy no.5 & no. 7). - Remind the borrower (if) he/she have debt with library and he/she must settle it before graduate/quit study (for student) - Proceed to 5.1 <p>4.4 Normal (no maximum loan & no overdue)</p> <ul style="list-style-type: none"> - No maximum loan problem - No overdue problem - Proceed to 5.1 	<p align="center">All library staff</p>	<p>KOHA/ Work instruction/ Fee receipt/ Library policy</p>
<p>5</p>	<p>5.1 Record data</p> <ul style="list-style-type: none"> - Click on 'Check Out' button. - Circulation staff will scan/key in item/s barcode into textbox given in area 'Checking Out TO'. <p>*ISBN barcode (at the back cover of the book) is not an item barcode</p> <ul style="list-style-type: none"> - Click 'Check Out'. 	<p align="center">All library staff</p>	<p>ID card/ Supported document/ Item wanted to be borrowed/ KOHA</p>

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6	6.1 Due date stamping – Refer to KOHA system due date. – The borrowed due date will be stamped on the due date slip. – For book, the due date slip is at the last page or end of book cover. – For AV material, the due date slip is inside the CD/Video case	All library staff	KOHA/ Due date slip
7	7.1 Desensitize security – Use for book only. – Desensitize security strip by using book check machine. – Select check out button	All library staff	Item borrowed
8	8.1 Pass item/s to borrower – Inform the borrower on the item/s due date. – Pass the item/s to the borrower	All library staff	Item borrowed

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8.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	Circulation – Check Out (KOHA library system–online)	Library/Library staff	5 years
2	Fee receipt	Library/Library staff	5 years
3	Library cash log book: Late fine	Library/Library staff	5 years
4	Work instruction (Payment of fine for late return)	Library/Library staff	

(Work instruction)

Payment of fine for late return.

