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CIRCULATION RECORDS

INTRODUCTION

In the previous lesson, you have learnt about the records for periodicals registration. In this lesson, various records and procedures related to circulation work have been discussed.

The centre point of any library for a reader is the place from where books and other non-book reading materials are issued and returned. In technical terms, it is called as Circulation Section or Circulation Counter.

The readers come here for becoming members, getting books issued and returned, reservation of books. The section is also responsible for keeping record of books sent for inter library loan and related functions outside the library.



OBJECTIVES

After completing this lesson, you will be able to:

- list various functions of circulation section,
- identify various types of records maintained in the circulation section,
- differentiate between charging and discharging systems,
- determine a suitable circulation system for your library, and
- apply computerized circulation system.

5.1 CIRCULATION WORK

A reader comes to the library with one or two objectives in mind:

- To read a book in the library or only to take books for home reading,

- both for reading as well as for borrowing book for home reading.

Although every library tries its best to provide maximum of books to the readers but it is not possible to provide all the books for home reading. There are certain books in libraries which are sought only for specific information like dictionaries, encyclopedias, etc. Such books are called reference books. These are marked for reading in the library only. Rest of the books can be issued for home reading. However, it is not possible for every reader to read the books in the library as he/she may not have sufficient time. Therefore he/she also needs books for home reading. Circulation work satisfies all the five laws of library science as given by Dr. S R Ranganathan.

Circulation work can be defined as “All jobs related to method of borrowing books and returning them after use and creation and maintenance of relevant records, and files, etc.” The lending (issuing) and returning of books is called charging and discharging respectively. The circulation work involves activities like:

- Registration of members
- Lending of books
- Charging of over-dues
- Reminder work
- Reservation of books
- Renewal of books
- Inter Library Loan
- Maintenance of Statistics

Some large libraries have separate membership work from circulation section.



INTEXT QUESTIONS 5.1

Fill in the Blanks

1. Circulation section satisfies the _____ law of library science.
2. A reader gets the books issued from _____ section.
3. Circulation Section, besides issue and return, also _____ the books for a reader.

5.2 REGISTRATION OF MEMBERS

Registration of the borrowers is the first activity in circulation system. After filling a required form by a prospective member and its proper checking, a borrower is registered as a member. The purpose of registration is to :



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- Know identity of the borrowers
- To check unauthorized entry to the library
- To record borrower's address for future correspondence by the library
- To develop collection and services of the library

The identity details of a borrower are essential for the Circulation Section as the staff has to communicate with each borrower:

- For sending reminders for overdue library books,
- To inform availability of a title reserved by the borrower,
- To know the subject interest of a member helpful in designing services and developing collection,
- To check the misuse of the library card by non-members, and
- For compiling statistics for measuring the usefulness of library.

Every library adopts its own standards for procedure to register a borrower. The reader who wants to become a member of the library has to fill up an application form. This form is generally in card-form so that it may be filed alphabetically in a tray to serve as a record of library members.

The items of information in application form vary from library to library.

The information usually required is name, address, occupation in case of a general library, telephone number, class, etc. If it is a public library, occupation, name, address and telephone number of a referee or a guarantor with referee's signature are also required. In college and university libraries, borrowers are required to get the application form attested from the principal or head of the department as the case may be.

In a school library, instead of card, the librarian allots a page to each class in a register and registers each student on the allotted page. After enrolment, the member is given a membership card with a unique membership number along with borrower's tickets as per entitlement and as required under a specific charging system. Now, the member is eligible to borrow books.

The specimen of the application form for membership of an academic library is given below.

(Front Side)

Name of the Library

I request that I may be enrolled as a member of the library. I accept the rules and regulations of the library and declare that I will follow other instructions as well.

- Full Name (in capital letters).....
- Father's Name-
- Dept./College Class.....

● Subject.....Roll No.	
● Final Year of Examination	
● Address for communication.....	
● Permanent Address	
.....	
● Telephone No. (if any) Mobile.....	
● Email.....	
● Date.....	<i>Signature</i>



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Fig. 5.1 : Membership Application Form for Students

(Back Side)

<p>I, The undersigned recommend that Mr./Ms—————be enrolled as a member of the library. The information furnished by him/ her has been verified by my office. Security deposit receipt No.Date.....</p> <p>Valid up to _____</p> <p style="text-align: right;">Signature of Librarian/Principal of College/ HOD Official Seal</p> <p>ReceivedLibrary Tickets.</p> <p><i>Signature of the Borrower</i></p> <p style="text-align: center;">Membership allowed</p> <p style="text-align: right;"><i>Signature of the Librarian in-charge</i></p>
--

Fig. 5.2 : Membership application form (Verso)

Now-a-days libraries also demand a passport size photograph along with application form/card.



INTEXT QUESTIONS 5.2

State True / false

1. Knowing the subject interest of a library user helps in designing services and develop library collection.
2. We need to register members in the library to know their height and weight
3. In a school library, the librarian allots a page to each class in register and registers each student on the allotted page.



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5.3 CIRCULATION OF BOOKS

Circulation of books in a library consists of two processes, namely, charging and discharging of books for home reading. In a closed access library, it may also involve providing books for reading in the reading room. There are three categories of records that are used in circulation control. These are:

- a) **Document Record:** Record showing books which are issued to the borrowers.
- b) **Borrower's Record:** Membership list / cards of the borrowers with details about them.
- c) **Time Record:** It works as a link between borrower and the document. This record provides information as to when the book is due for return and who has borrowed it.

Libraries are free to adopt any suitable system of circulation but a good circulation system is one that maintains all the three categories of records.

There are different systems of lending books which have been evolved from the earliest time to the modern time. Different libraries use different circulation systems. The size of the library with regard to collection and that of borrowers helps in choosing a suitable system.

The following charging systems have been in use in various types of libraries:

- a) Register system
- b) Dummy system
- c) Card system
- d) Computerized charging system

5.3.1 Register System

In Register Charging System, the records of issue and return are kept in a register. There are two sub-systems to the register system - Day book system and Ledger System.

5.3.1.1 Day Book System

This is the oldest and simplest method of charging documents. This method is still being followed in school, departmental and smaller special libraries.

This is just like writing a daily diary of work. Issue record of a particular day/date is noted on a page with various columns.

Specimen of a page of the register is given below:

Fig. 5.3: Register System

<i>Sr. No.</i> (1)	<i>Accession Number</i> (2)	<i>Author's Name</i> (3)	<i>Title</i> (4)	<i>Due Date</i> (5)	<i>Members Name & No</i> (6)	<i>Borrower's Signature</i> (7)

When a document is presented for issue, necessary columns on the page are filled up. A due date is stamped with initials on the due date slip in the book. The book is now charged and borrower can take it outside the library. When borrower returns the document, the staff on duty, after seeing the due date, opens the relevant page in the register and puts his initials with date. In this way, it is certified that the document has been returned to the library.



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This is a simple method and does not require any special material except a register and a dater. A permanent record of books issued to members is always available. But it takes more time in lending a document, hence is suitable only for small libraries where only a few books are issued in a day. However, it takes more time to know which documents are issued to a member and when a particular document is due for return.

Merits of Day Book System:

- a) It is simple,
- b) It does not require special training and skills,
- c) Borrower's record remains in the library for ready reference,

Demerits of Day Book System

- a) It takes more time in filling up various columns,
- b) The issue record is date wise and not borrower wise,
- c) Number of books with a member cannot be known.

5.3.1.2 Ledger System

Ledger system is an improvement over the day book system. In this system, one or more numbered pages of a register are allotted to each member. A specimen of a page is given below:

Fig 5.4: Ledger System

Page :

Member's Code :

Name and Address :

<i>Date</i>	<i>Sr. No.</i>	<i>Accession Number</i>	<i>Author's Name</i>	<i>Title</i>	<i>Due Date</i>	<i>Borrower's Signature</i>

The document is issued in the same manner as in day book system. The only difference is that the required entries about the book are made on relevant pages in the ledger allotted to the borrower. In some cases, borrower's signature is also obtained.



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The advantage of this system is that it provides a permanent record of all the books borrowed by a particular reader over a period of time. But, like Day Book System, it also takes much time in charging a document. It is difficult to know to whom a particular book is issued.

Merits of Ledger System:

- a) It is simple
- b) It does not require training or special skills
- c) It has complete record of books issued to a member.

Demerits of Ledger System:

- a) It takes more time in charging of books.
- b) It is difficult to know which book is issued to whom.
- c) The allotted page of the register is damaged by repeated use.

The day book and ledger system are suitable only for such libraries, which have small number of borrowers. These are not suitable for college or university libraries or a public library.

**Activity 5.1**

1. Visit any library. Observe the method used in the circulation section for issue and return of books.

**INTEXT QUESTIONS 5.3****Select the correct option.**

1. Name the charging systems used in the libraries.
 - a) Register system
 - b) Index System
 - c) Diary System
 - d) Catalogue
2. Which of the below is not meant for ledger system ?
 - a) Simple
 - b) Complete record of books
 - c) Takes a lot of time in charging of books
 - d) Does not require special skills

3. Which is the demerit of Day Book System.
- Simple
 - Easy to operate
 - Keeps record of books issued member wise
 - Number of books with a member not know.



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5.3.2 Dummy System

Dummy system is an improvement over register system. In this system, a dummy representing each issued book is kept on the shelf. The dummy is made of wood and it is equivalent in size to a normal book. The dummy is covered with a ruled paper on which the particulars of the book, such as call number, accession number, author and title are written. At issue time, borrower's membership number is written on the dummy. This system was widely prevalent in 19th and early 20th century. It is easy to know who borrowed the book and when it is due for return. The dummy record of a book shows details of who have been its readers. In this system, we can find out whether a particular book is issued, to whom issued, and when it is due for return. But this system though easy, is inadequate in many respects. There is no record with the librarian about the number of books issued to a borrower. as dummies are the only records of loan which are scattered throughout the shelves. Further more, preparation and maintenance of dummies is needed that involves more expenditure, care and time. This system is presently outdated and not in use.

5.3.3 Card System

To get over the difficulties, dummy was replaced by cards with particulars of the book such as call number, accession number, author and title with columns for putting due date placed in each book. At the time a book is to be issued to a member, this card is removed and kept at the issue counter. Later on, another card with particulars of the borrower to serve as identity was introduced in the system. In card system, the cards are used for keeping issue records instead of bound registers or dummies. There are two most prevalent card systems that are used in libraries. These are :

- Browne Charging System
- Newark Charging System

5.3.3.1 Browne Charging System

Browne Charging System was devised by Nina E. Browne, who was the librarian of the Library Bureau in Boston, USA. Although invented in USA, it is used more frequently in India than in USA.

The following items are required for books and borrowers to implement Browne Charging System:

- Due date slip



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- Book pocket
- Book card
- Charging Tray
- Stationary Items

The specimen for each item is given below:

Fig. 5.5: Due Date Slip

Call No, _____	Acc. No _____	
The book should be returned on the last due date stamped. Overdue for delay shall be charged at Rs. _____ per day.		
<i>Due Date</i>	<i>Due Date</i>	<i>Due Date</i>

Fig 5.6: Book Pocket


 National Institute of Open Schooling LIBRARY Govt. of India A-24-25, Institutional Area, Sector 62, Noida (U.P.) Acc. No. 1. Books may be retained for period not exceeding 30 days. 2. Books may be renewed on request at the discretion of the NIOS Library. HELP TO KEEP THIS BOOK FRESH & CLEAN

Fig 5.7: Book Card

Call No _____
Acc. No _____
Author _____
Title _____

Each borrower is given library tickets as per entitlement to borrow books. This ticket is 3’’X 2’ in size. The design may vary from library to library. It contains the name and address of the borrower, the date of expiry of

membership, the signature and stamp of the Librarian. The specimen of the card is given below:

Fig. 5.8: Reader’s Ticket

Name of the library: _____
Membership Code _____ SI No _____
Name _____
Address _____
<i>Librarian Signature</i> <i>Stamp</i>

Some libraries have started using reader’s photo on the library card.

The counter staff requires the following items:

- Registration record of borrowers
- Date stamp and ink pad
- Due date guides

- Charging trays
- Stationery items such as fresh book cards, due date slips book pockets, and other normal stationary items.

Procedure for Charging & Discharging

In an open access system, the reader goes to the shelf, chooses a book and brings it to the issue counter. The reader presents as many readers tickets to the counter assistant as the number of books he/she desires to borrow. The library staff takes out the book card from the book pocket of the book and slips the book card in to the reader's ticket, stamps due date on the due date slip and hands over the book to the reader. The book card inserted in reader's ticket is filed in the charging tray behind a date guide either by accession number or by call number of the book.

The reader who wishes to return the book on the due date or earlier / later presents the book to the counter assistant, who after ascertaining the due date picks up the concerned book card and reader's ticket from behind the date guide in the charging tray. Due date is cancelled on the date label. The book card is put back in the book pocket. The book is thus discharged.



INTEXT QUESTIONS 5.4

1. Match the following

- | | |
|---------------------------|-------------------------------------|
| a) Browne charging system | (i) 3"X2" in size |
| b) Book Dummy | (ii) Charging and discharging, book |
| c) Reader's ticket | (iii) Nina E. Browne |
| | (iv) Made of wood |

Merits and Demerits of Browne Charging System

In Browne Charging System, the issue procedure is very simple and takes little time. The reminders are issued without loss of time. Overdue charges can be calculated easily. The reservation of books is done promptly.

But in this system, it cannot be ascertained promptly as to whom a particular book is issued and when it is due. There is no permanent issue record of a particular book as was the case in Dummy System. Further, there is always a danger of loss of cards. It is not possible to know how many books are issued to a reader at one time as the borrower's tickets are scattered. There is also possibility of putting wrong book card in a borrower's cards. In such situation, it will be difficult to verify to whom a particular book is really issued, as no other record is available. There is also possibility of filing reader's ticket with book card against wrong due date guide. This may cause delay in discharging a book.

In spite of all these disadvantages, Browne System is successfully used in college and university libraries. This has been found to be the most effective method of circulation system.



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INTEXT QUESTIONS 5.5

Fill in the Blanks:

1. Browne charging system is very easy to handle as it takes very less time in—
————— and returning a book .
2. Browne System is successfully used inand.....libraries.

5.3.3.2 Newark Charging System

This system was introduced in the Public Library of Newark, New Jersey State in the USA in the year 1900. This system is more prevalent in American libraries. In India, special libraries generally follow this system. Materials required for Newark Charging System are the same as in the Browne Charging System except for the borrower’s card and the membership application forms. **Borrower’s Card-** Every borrower at the time of registration is provided with a borrower’s card. In a modified system, a membership-cum-identity card is issued. This works like a pass book of the library. The specimen of the two-cards is given below:

Fig 5.9: Specimen of a Borrower’s Card

Name of the library	
Borrower’s No	_____
Date of Expiry	_____
Non-transferable	
The following books were issued to me	
<i>Signature</i>	
Due date/ Date of issue	Due date/ Date of issue
(These columns are repeated on the verso of the card).	

Membership-cum-Identity card

Name of the Library

Non-transferable

Membership-cum-Identity card

<i>Due date/ Date of Issue</i>	<i>Date of return</i>	<i>Due date/ Date of issue</i>	<i>Date of return</i>
------------------------------------	-----------------------	------------------------------------	---------------------------

Fig. 5.10: Membership cum-Identity Card

(At least two leaves are provided in this passbook type card)

Membership Application forms

The Circulation counter keeps a file of membership forms or membership application forms. It is arranged in a tray alphabetically by the names of the members. In some libraries, a list of all enrolled members is prepared either on loose-leaf sheet or on a bound register. This enables library to know the total number of library members.

Charging

A member after selecting books from the shelves presents them at the Circulation counter along with the membership cards or membership-cum identity card as the case may be. The counter assistant puts the due date on the book card. The membership number of the borrower is put opposite the due date on book card. The book and the reader's membership card/membership-cum-identity card is/are handed over to the member while the book card is kept in the charging tray behind the concerned date guide card. Thus the book is duly issued and the charging work is complete.

Discharging

For returning the book, the borrower approaches the counter assistant with the books. The counter assistant first ascertains the date of return and picks up the relevant book card from the charging tray. After checking call number and other details, he/she takes out the book card and puts initials on that book card, the due date slip and the membership card against the entries as a token of receipt. The book card is put in the book pocket, the membership card is returned to the member. In this way, the discharging procedure is completed.

Unlike Browne System, a permanent record of books issued can be maintained in respect of type of books issued and number of books issued to each borrower. The information about to whom the book has been issued can be found out easily by looking at the membership card and the book card respectively. There is no danger of dislocation of issue records as duplicate record is available. If borrower's membership card is lost, the record on book card is available and vice versa. The popularity of the book can be ascertained by looking at the book card and date slip and thus weeding out of less used books becomes easy. But the issue procedure is time consuming. In rush time, the readers have to wait for a long time as many points are to be stamped and membership number written on book card, etc. before a book is issued.

During rush hour, there are chances of putting wrong membership number on book card.

On the whole, Newark system is considered to be a safer charging method.



Activity 5.2 : Observe the difference between Browne system and Newark system by visiting libraries practicing these systems.



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INTEXT QUESTION 5.6

State True / False

1. The main advantage of Newark Charging System is that we can know particulars of issued books.
2. In Newark charging system, a permanent record of issued books is not possible.

5.3.4 Computerized Charging System

In India, many academic and special libraries have adopted computerized charging system. The following files are maintained in the computer:

- a) Borrower's or membership file
- b) Document file, i.e., Books/records.

The document accession numbers and borrowers' membership numbers are usually bar-coded in the automated library system.

When a reader brings a document at the counter, he/she hands over his/her membership identity card along with the document to be issued to the counter assistant. The counter assistant feeds membership number of the borrower into the computer or uses the barcode reader to read the number. Immediately the borrower's details, i.e., name, address, books issued previously and how many books he is entitled to issue appears on the screen. Then the counter staff inputs accession number in the borrower's record. The document file is already available in the computer so that, complete details of the books to be issued can be found out at any time.

The computerized charging system has many in-built systems by which we can find out to whom a particular book is issued, when a particular book is due to return, how many books the borrower has used, reservation of books, calculation of overdue charges and generation of reminders, etc. The main advantage of the computerized charging system is the speed with which issue and return is carried out. For big libraries such as college, university, institutions and public, this system is the only alternative. A majority of libraries are presently using this system. Some of the widely used library automation packages are - SOUL, Koha, Libsys, Alice for Windows, etc.



Activity 5.3: Go to a large library and observe automated circulation control system. Write down the various steps involved.



INTEXT QUESTION 5.7

Fill in the blanks:

1. Document accession numbers and borrowers' membership numbers are usually..... in the automated library

2. The main advantage of the computerized charging system is the speed with which..... and..... is carried out.

5.4 CHARGING OF OVERDUES

It is a general practice in libraries to collect overdue charges for books returned after the due date. The policy of over dues is primarily a measure of control over proper use of books. The policy helps to maintain discipline among readers and allows a wide circulation of books in demand among borrowers.

The rate and method of collection of overdue charges varies from library to library. The two most common methods are collection against receipt and through conscience box. In conscience box, a defaulter puts the amount of overdue charges in a locked box through a slit on its top. The total collection for a particular period is taken out and entered in the cash book of the library.

The rate of overdue charges per day for various categories of books is printed on the due date slip pasted on each book.

5.5 REMINDER WORK

Sending reminders for the overdue books is one of the most important jobs of the circulation section. Many readers do not return the books in time either out of selfishness or due to forgetfulness. To check such over holding of books by few persons and for giving a fair chance for every reader to use the books, reminders should be sent at regular intervals for overdue library books. Printed reminder forms are used for this purpose. A specimen of reminder card/form is given below:

Fig 5.11: Specimen of Reminder card

Name of the Library _____

Ref. No _____

Dated _____

Dear Sir/ Madam.

The under mentioned book(s) borrowed by you from the library is/are overdue since long. You are requested to return them immediately so that the same may be issued to other readers.

Signature of the Librarian _____



INTEXT QUESTION 5.8

State True / False

1. The policy of over dues is a measure of control over proper use of books
2. Reminders for overdue books are not required to be sent at regular intervals.



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5.6 RESERVATION OF BOOKS

Many books, especially text books in academic libraries and books on fiction and current affairs in public libraries, remain in great demand. The libraries are incapable of meeting all demands of the readers simultaneously. Often pressure of demand for such books is temporary and funds available to libraries are limited. To overcome this situation, libraries adopt reservation system.

Readers desiring to read the same book are advised to fill up reservation slip. Once the desired book becomes available, the readers are intimated about the availability of the book by post or through notice board. The sample of the slip is given below:

Fig 5.12: Reservation Slip

Call No _____	Acc. No. _____
Author _____	
Title _____	
Name of the Reader (For reservation) _____	
Address _____	

Date _____	

5.7 RENEWAL OF BOOKS

Library books are usually issued for a fixed period as per the library policy. After the due date, the borrower is expected to return it to the library. If a member requires the book for some more days, he has to get it renewed. Renewal of book means re-issue of the same book to the same reader. It is the extension of loan period by recharging the item to the same reader. The books are renewed only if there is no demand for the book by other members. The readers may present books at the counter for re-issue or they may write by post. However, if the book has been reserved by another member it cannot be renewed.

5.8 INTER-LIBRARY LOAN

Some libraries provide inter-library loan service. For this, they have to maintain the related records separately. It is not feasible for every library to purchase all the books required by its users. Therefore, sometimes library borrows books required by their libraries members, from other libraries where the same is available. Such arrangement is known as inter-library loan service. The lending library on receipt of a request letter from the borrowing library, prepares a dummy borrower's card.

The dummy has the name of the borrowing library written on it and the book card of the book to be loaned is placed inside the dummy borrower's card and both are

put behind the due date guide. The borrowing library, after entering the details in office copy of the request letter, intimates the concerned member about the availability of the books. As a matter of policy, books obtained on inter-library loan are not allowed to be taken out of the library. However, in special cases it may be issued to the concerned member.



INTEXT QUESTION 5.9

Match the following

- | | |
|--|--------------------------|
| a) Reservation of books | (i) Book Renewal |
| b) Extension of loan period | (ii) Inter –library loan |
| c) Borrowing books from other libraries | (iii) Reminders |
| d) Notice sent to reader for overdue books | (iv) Reservation slip |



Activity 5.4 : Carry out the charging and discharging activity for 20 books in a college library.



WHAT YOU HAVE LEARNT

- Circulation section ensures that reading material is available to users and promotes its use.
- The records relating to circulation work include membership records, books issued, returned, reserved or renewed.
- The charging systems used in various types of libraries are Register System, Dummy system, card system and computerised system.
- Two most prevalent systems used in libraries are Browne changing system and Newarks charging system.
- Most of the modern academic and special libraries have adopted computerized changing system.



TERMINAL EXERCISE

1. Write in detail how a new member can be registered in a library.
2. Describe the mode of circulation of books in card system.
3. Discuss different types of charging systems used in the libraries.



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ANSWERS TO IN-TEXT QUESTIONS

5.1

1. First
2. Circulation
3. Reserves

5.2

1. True
2. False
3. True

5.3

1. a)
2. c)
3. d)

5.4

- a) (iii)
- b) (iv)
- c) (i)
- d) (ii)

5.5

1. Issuing, Returning
2. College and university

5.6

1. True
2. False

5.7

1. Barcoded
2. Issue and Return

5.8

1. True
2. False

5.9

- A) (iv)
- B) (i)
- C) (ii)
- D) (iii)

TERM

The terms covered in this lesson which require further explanation are typed below in an alphabetic order. The learners are required to explain each term.

Browne Charging System:**Closed Access:****Charging:****Dummy:****Inter-library loan:****Newark Charging system:****Overdue:****Reservation:****Renewal:****Reminder:****Notes**