

ICT Application in Library Services Unit –2

Automation of Circulation –House Keeping
operations

Presented By

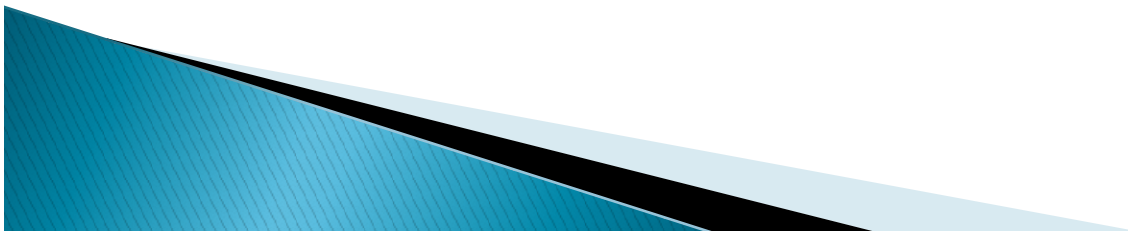
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House keeping operations

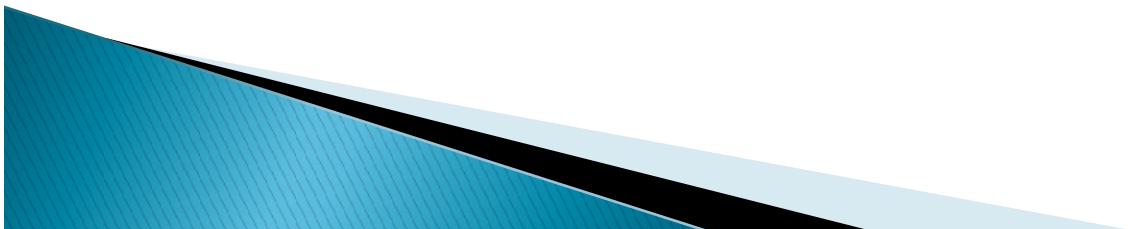
- ▶ House Keeping operations of a library include all operation such as acquisition, cataloguing, circulation and serials control
- ▶ Library automation refers to the use of computer in the routine and important services of a library



LIBRARY CIRCULATION SYSTEM

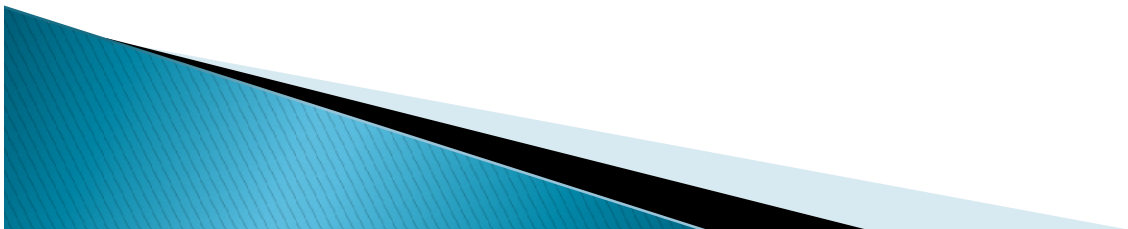
Library Circulation or Library lending comprise the activities around the lending of library books and other materials to users of a lending library.

A circulation or lending department is one of the key department of a library.



CIRCULATION

- ▶ Issue and Return
- ▶ Membership Records keeping
- ▶ Overdue and follow up reminders
- ▶ Stock Verification
- ▶ Transaction Log



THANKS

