

Library Services

Reviewed Date		Number	IM0113
Revised Date	August 23, 2000	Approved Date	August 18, 1999

Introduction

Purpose

The health unit has a wealth of information in the form of texts, journals, periodicals, teaching kits and audiovisual materials. We also have audiovisual equipment to support educational activities. Maintaining a centralized database of resources, and a system for sharing materials and equipment, maximizes their value to the agency. Centralizing the previewing, purchasing, receiving, cataloguing, booking and repair of these resources also reduces duplication and loss by allowing for inventory control and maintenance.

Legislative Authority

Policy Definitions and Interpretation

Policy

Previewing, purchasing, receiving, booking and repair of library materials and equipment are managed centrally by the Library Technician, Resource Service. The Library Technician is also responsible for cataloguing and maintaining a current inventory of these resources, and making this information accessible to staff across the agency.

Service areas are responsible for budgeting for program-related texts and audiovisual resources, such as videos, and for authorizing purchases.

The health unit has a defined budget for memberships and periodicals. Executive committee reviews and approves the list annually in conjunction with budget preparation. The Library Technician is responsible for renewing subscriptions and memberships within the parameters approved by Executive Committee.

The Director, Resource Service is responsible for managing the budget and review process for journals, periodicals, general resources and audiovisual equipment within the parameters set by the agency for these items.

Procedures

Procedure - Books and Texts

A) Purchasing

1. Complete agency *Requisition Form* with the following information: book title, author, publisher, date published, version (if applicable).

2. Link with Library Technician to review the request to prevent duplication.
3. Forward requisition to the purchasing clerk.
4. Purchasing clerk receives the order and forwards to the Library Technician.
5. Library Technician enters the relevant information into the library catalogue, stamps the book with the health unit name and address and assigns the book a catalogue code and spine label.
6. If the book is to be housed centrally, the Library Technician forwards a notice of receipt to coordinating secretary for the service that ordered the book. If the book is to be housed off site, the text is forwarded to the individual responsible for the management of the resources at the alternate site.

B) Loans

1. Contact Library Technician with the request identifying the following information where possible: title, author, publisher, date published, and version.
2. Library Technician reviews the database, identifies if the resource is in the collection and where it is housed.
3. If the resource is housed centrally, the Library Technician processes the request and forwards the resource to the requestor. The Library Technician tracks the resource until it is returned to the collection.
4. If the resource is not housed centrally, the Library Technician identifies the location of the resource and directs the requestor to the person responsible for managing the collection at that site.

Procedure - Journals and Periodical

A) Purchasing/Circulation

1. Forward subscription and membership requests and renewals to the Library Technician.
2. The Library Technician reviews each request, identifies if the information can be accessed in another way at a lower cost and makes recommendations to Executive Committee.
3. When the agency opts to subscribe to a journal or periodical or to purchase a membership because it offers access to a journal or periodical, the Library Technician:
 - Determines who is to receive notice of the journal
 - Receives, stamps and catalogues the journal
 - Circulates the journal and/or a copy of the table of contents according to the designated circulation for the journal
 - Tracks the circulation of the journal
4. When the agency opts to access the journal through an on-line database, the Library Technician:
 - Establishes a link to the site
 - Notifies the requestor when a new issue has arrived and forwards the table of contents.
5. Coordinating Secretaries are responsible for copying and circulating the tables of content for relevant journals to program staff.

6. Requests for copies of journal articles are forwarded to the Library Technician for processing.

Procedure - Newspaper Clippings

1. Requests and renewals for newspaper subscriptions are processed in the same manner as journal subscriptions and memberships.
2. Newspapers are received by local offices where arrangements have been made for clipping. The health promotion consultant receives Barrie and area newspapers.
3. Newspapers are reviewed for items of relevance according to parameters established by Resource Service.
4. Clippings are forwarded to the Library Technician within one day of receipt.
5. The Library Technician scans clippings that mention the health unit and maintains a database of these items. This database can be accessed through the Intranet.
6. The Library Technician circulates all clippings to Executive Committee.
7. Following circulation, clippings are returned to the Library Technician for filing.

Procedure - Audiovisuals

A) Previewing

1. Complete the *Requisition for A/V Resource Preview and/or Purchase Form*, following the appropriate lines of communication within the service area (for example, if there is a cost involved in the preview, ensure staff get the proper approvals).
2. Forward the completed form to the Library Technician.
3. If someone from the agency has previously viewed the resource, the Library Technician returns the preview request, unprocessed, along with a copy of the evaluation submitted by the individual who previewed the resource. (Most distributors will not send a resource out for preview more than once to the same organization.) If the resource has not been previously viewed, the Library Technician processes the preview request.
4. The Library Technician receives the resource from the distributor and forwards it to the individual requesting to preview the resource, along with a blank A/V Resource Preview Evaluation form. The date the resource is to be returned to the Library Technician is also specified on the form.
5. Preview the resource, complete the evaluation form and return the resource to the Library Technician by the specified date.
6. The Library Technician maintains a record of the resources being previewed and their expected date of return. The Library Technician follows-up on resources not returned by the specified date.
7. The Library Technician returns the resource to the distributor and maintains a record of the resource along with the preview evaluation for future reference.

B) Audiovisual Resource Purchase

1. Complete the *Requisition for A/V Resource Preview and/or Purchase Form*, following the appropriate lines of communication within the service area (appropriate approvals must be obtained for the purchase).
2. Forward the completed form (with the appropriate approvals) to the Library Technician

3. The Library Technician reviews the request with the Health Promotion Consultant and processes the request.
4. The Library Technician receives the resource and forwards it to the individual requesting it along with a blank *A/V Catalogue Description Form*.
5. Complete the *A/V Catalogue Description* form and return the form along with the *A/V* resource to the Library Technician.

C) A/V Booking

1. Complete the *A/V Requisition Form* indicating the resource or equipment needed, date requested, name of the person ordering the equipment, name of the person who will be using the resource or equipment, service area, office, date resource or equipment is needed, and date resource or equipment will be returned. Use a separate slip for each resource or piece of equipment needed. Staff may borrow a resource for use by another organization with which the staff member has an established working relationship, if, in his/her professional opinion the resource will be used appropriately and as intended. The staff member is responsible for arranging pickup/delivery and ensuring that the resource is returned as per policy.
2. Forward the form to the Library Technician.
3. The Library Technician checks to see if the item is available. Booking is based on a first-come, first-serve basis, as determined by the date the request is submitted to the Library Technician
4. If the item is not available, the Library Technician contacts the individual requesting the resource or equipment, by telephone, to let them know and to determine if another item would serve their needs.
5. If the item is available, the Library Technician processes the request and forwards the item to the individual requesting it, on or before the day requested, along with the pink copy of the requisition form. The date to be returned is specified on the form.
6. Record any problems experienced with the resource or equipment on the pink copy of the requisition form and return this, along with the item, to the Library Technician by the return date specified.
7. If an item is not returned on time, the Library Technician contacts the individual who booked the item to determine the date it will be returned or if it has become lost or misplaced in transit.
8. The Library Technician follows up on misplaced items immediately and records the follow-up process in the booking binder.
9. The Library Technician notifies the Director of Resource Service, or designate, of items not located within three working days.

D) Equipment and Resource Repair Procedure

1. Document problems experienced with equipment or resources on the pink copy of the *A/V requisition form*, which the Library Technician has included, along with the item sent.
2. Return the pink form, along with the item, to the Library Technician.
3. The Library Technician processes the request for repair. Repairs are authorized by the Director of Resource Service, or designate.

E) Ordering of A/V Equipment

1. Identify A/V equipment needs to the Library Technician.
2. Requests from all offices are compiled by the Library Technician each August and presented through the Director of Resource Service, or designate, to the Executive Committee for discussion and prioritization as part of the budget process.
3. Resource Service processes equipment purchases, approved by Executive Committee, and forwards these items upon receipt to the appropriate location.

Related Forms

Related Policies

Final Approval Signature: _____

Review/Revision History:

September 2010 Policy re-numbered, previous number C1.030