

Circulation Desk Policies & Procedures

- Appeals - ON HOLD
- ALMA Patron Issues - DRAFT
- ALMA Offline Check-In/Out - COMPLETED
- Care and Handling - COMPLETED
- Cash Register - ON HOLD
- Damaged Items - COMPLETED
- Group Study Rooms - ON HOLD
- Guest Logins - COMPLETED
- Laptop Lending - ON HOLD
- Loan Periods and Recalls - ON HOLD
- Lost & Found - COMPLETED
- Missing Book Report for Claimed Returned/Never Borrowed Items - DRAFT
- New Patron Registration - ON HOLD
- Not On Shelf Form (discuss w/ Kabel) - ON HOLD
- Physical Reserves - DRAFT
- Proxy Users - ON HOLD
- Public Printing - DRAFT
- Refunds - ON HOLD
- Running Truck Audits - COMPLETED
- Searching ALMA - DRAFT
- Searching PRIMO - Regular Loan and Reserves - COMPLETED
- Storage - ON HOLD
- Study Carrels - ON HOLD