

MANAGING OVERDUE

by **CHRISTOPHER PHILLIPS**

Managing Overdues A Howtodoit Manual For Librarians

Linda S Katz



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Library Patron a matchless resource *Managing Budgets and Finances* Arlita Hallam, Teresa R. Dalston, 2005 This budgeting manual another in the Neal Schuman group of How To Do It guides offers the new or seasoned library administrators board members department heads or finance professionals a way to budget carefully and clearly by offering a variety of strategies definitions and suggestions The manual is divided into three parts basics for librarians special topics in financial management for libraries and alternative library funding Each chapter is divided into an overview subtopic and a summary Definitions of terms examples of reports sources and detailed steps in budget preparation are just some of the helpful aspects of this book **Legal Information Management Index**, 1997 Circulation Services in a Small Academic Library Constance Battaile, 1992-07-27 In a library circulation is the process of lending books to borrowers and accurately reshelving them after they have been returned so that they will be retrievable by the next user This basic cycle has many elaborations and sub cycles attached to it such as those for overdues and holds the record keeping process and the reserve book operation These sub cycles vary from library to library but the basic cycle remains the same in every library that allows patrons to remove books Connie Battaile provides a detailed volume written for those new to the circulation department of small academic libraries The author presents not the definitive way to run a circulation department but rather she provides a variety of possible methods Because the circulation department is the main public contact point many library housekeeping chores are assigned to it Again these additional responsibilities vary from library to library but the author provides various procedures The physical environment of the department and the stacks the staff effective communications and scheduling are covered in full detail American Book Publishing Record Cumulative 1998 R R Bowker Publishing, 1999-03

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