



Kingdom of Saudi Arabia
Ministry of Defense
Ministry Agency for Excellence Services
General Administration of Health Services
Prince Sultan Military College of Health Sciences

COLLEGE POLICIES & PROCEDURES
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Policy Title: CIRCULATION OF LIBRARY MATERIALS		Policy No: MC-PG-LA-02	
Supersedes: 8741-002	Effective Date: 03-August-2023	Version: 3	Page 1 of 7

1. PURPOSE:

- 1.1. Is to keep track of its materials, to ascertain borrower's eligibility, and to ensure the equitable and free flow of material through the Koha Integrated Library Management System.

2. APPLICABILITY:

- 2.1. All PSMCHS Staff
2.2. All PSMCHS Students
2.3. King Fahad Military Medical Complex Members (KFMMC)

3. RESPONSIBILITY OF:

- 3.1. Librarian

4. DEFINITION OF TERM:

- 4.1. **Circulation:** Handles where you check out, renew, and return library materials as well as reserves and holds.
- 4.2. **Item:** A copy of a book, paperback, poster, DVD, CD, audiobook, or any other print or non-print format.
- 4.3. **Loan limit:** The total number of items that a member may have issued on their membership account at any one time.
- 4.4. **Loan period:** The stipulated period that a member is allowed to borrow an item.
- 4.5. **Overdue:** delayed beyond an expected time
- 4.6. **Member/Patron:** An individual, or organization, who has completed the Application for Membership and complied with the Conditions of Membership.
- 4.7. **Damaged item:** One that has been damaged either partially or irreparably while on loan to a member.
- 4.8. **My Account:** The access point for all information relating to a member's details, items on loan, and items on a member's hold lists. It is accessed through the Library website and requires a Personal Identification Number (PIN) or password.



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5. POLICY:

- 5.1. Circulation of the library material is primarily to All PSMCHS Staff, Students and King Fahad Military Medical Complex Members (KFMMC) who present a valid ID and are entered into Library Management System.
- 5.2. All users must register by filling the PG-030: Membership Application Form available at the circulation desk to get their membership to avail of the borrowing privileges.

6. PROCEDURES:

- 6.1. **Users Registration:** Circulation Desk staff will collect the membership form completed by users with a copy of their active IDs.

6.1.1. Enter the data in the Koha ILMS patron module and print two barcodes, one for the user and second for the form and print the confirmation details, attached with the form, and file all the documents in the new member's folder.

- 6.2. **Checking-Out Items:** The borrower searches the Koha online library catalog, fills out a call slip, and hands it on to any circulation services staff member. The slip would include:

6.2.1. Main entry (author or title).

6.2.2. Shelf mark (call number) of the desired item.

6.2.3. **Circulation services staff would:**

6.2.3.1. Retrieve the item(s) from the stacks (with the help of library staff/ student assistants) if required.

6.2.3.2. Scan the borrower's ID using the barcode reader using Koha ILMS. Verify the borrower's information that appears on the screen, i.e., ID number, forename, surname, items on loan, items overdue, current charge balance or fine, and reservations awaiting collection.

6.2.3.3. Scan the item's barcode using the barcode reader.



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- 6.2.3.4. Issue the item.
- 6.2.3.5. Print the issue slip, take the signature of the user, and file the slip.
- 6.2.3.6. De-sensitize the item by using the Radio-Frequency Identification system.
- 6.2.3.7. An automated email will be delivered by Koha ILMS. to the user to inform that he/she borrowed the books from the library with details, e.g. title, author, barcode, issue date, and due date.

6.2.3.8. In addition, library members are allowed to access the stacks and get their items.

6.2. **Checking-In (Returning) Items:** The borrowers return items at the Circulation Desk with their Library IDs. The staff will:

- 6.2.1. Scan the items' barcodes with the barcode reader.
- 6.2.2. Check the borrowing information on the screen, i.e., dates, fines, etc.
- 6.2.3. Return the items.
- 6.2.4. Re-sensitize.
- 6.2.5. Send for re-shelving.
- 6.2.6. Koha ILMS will deliver an automated email to the user to inform that he/she returned the books from the library with details, e.g. title, author, barcode, and date of return.

6.3. **Renewals:** Borrowers should renew library items at the Circulation Desk. The staff will:

- 6.3.1. Scan the borrowers' IDs.
- 6.3.2. Check the borrowing information on the screen.
- 6.3.3. Press the "Renew" button and the items are renewed.
- 6.3.4. Only 2 renewals available by default for all users



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6.4. Payment of Fines and Lost Items:

6.4.1. Active Students:

- 6.4.1.1. An automatic script generated by Koha ILMS will transfer fines to student's records.
- 6.4.1.2. Students should utilize the college library's digital payment system to pay their fines.
- 6.4.1.3. Fines will be automatically released from the student's record in the Koha ILMS.

6.4.2. Staff:

- 6.4.2.1. An automatic script will be generated by Koha ILMS will transfer fines to the user's record in the system.
- 6.4.2.2. Handover the payment receipt to the Library staff. They must enter the payment in the user's account in Koha ILMS. Fines will be automatically released from the user's record in the Koha ILMS.

6.4.3. Banned Users:

- 6.4.3.1. Students with canceled ID (students who are still active but lost their IDs).
- 6.4.3.2. Patrons who did not return borrowed books 30 days after the due date, the system will automatically block him/her to use the library-borrowing facility until the books returned to the library and fine paid.
- 6.4.3.3. The Koha ILMS will show in the user account of pending fines that generates an automatic script. Fines will be automatically released from the integrated library system after the payment has been done and borrowing privilege will be active.



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6.4.4. Charges will not be transferred for students who:

- 6.4.4.1. Have "overdue" items because the Koha ILMS will not terminate the accumulation of fines if items have not been returned (see Overdue Items of Banned Users Procedure).
- 6.4.4.2. Library staff will send a list of those students (payment due) to the Vice Deanship postgraduate Studies and Scientific Research to make decisions. The librarian will waive manually only the pending fines dated more than 5 years, from the integrated library system, after securing the approval of the Vice Dean of Postgraduate Studies and Scientific Research.

6.5. Overdue Items of Banned Students: At the end of each semester, a follow up on banned students having overdue items is conducted as follows:

- 6.5.1. Circulation staff: generates a list of banned patrons from the Koha ILMS having overdue items and retrieves the price of these books from the Acquisitions Section or amazon.com. Then, the list will be sent to the Finance Department through Vice Dean for deduction from the salary cum scholarship of the students.
- 6.5.2. If the deposit meets the cost, the finance department deducts the book's price. Otherwise, a portion of the deposit will be taken out. The circulation department will receive a confirmation list of deductions to input into the Koha ILMS.
- 6.5.3. Only after receiving the Vice Dean, Postgraduate Studies and Scientific Research's approval, the circulation staff will waive the remaining balance of overdue items charges that are older than five years.

6.6. Overdue Items of Staff/Faculty: After three overdue notices, items will be considered "lost" and the price will be deducted from salary (see section: Staff).

6.7. Fines and Overdue Items of Outside Users: Outside users pay overdue fines and lost items charges at the designated office against a voucher issued by the circulation staff. The user brings back the stamped receipt to the Circulation staff for clearance.



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6.8. Handling “Lost Paid For” Items:

- 6.8.1. Circulation staff sends the record of the book declared lost to the head of the Library Affairs Unit to determine its price and add the shipping cost for the latest edition of the book.
- 6.8.2. Patron has to fill the form (PG-038 “Lost or Damaged Book(s) Form) and handover to library staff with replacement cost or book.
- 6.8.3. Circulation staff returns the book in the system as lost and enters the replacement cost to the user's account as payment of lost book(s).
- 6.8.4. When replacement cost is paid, the Cataloging Section changes the book status to "lost and paid for" in Koha ILMS.

6.9. Handling Missing From Inventory Items: The circulation staff conducts an inventory count in library stacks at the end of every Academic Year. The circulation section checks the missing books records for:

- 6.9.1. Usage.
- 6.9.2. Other copies are available in the system.
- 6.9.3. Other editions are available.

7. REFERENCES:

None

8. ABBREVIATIONS:

- 8.1. **PSMCHS:** Prince Sultan Military College of Health Sciences
- 8.2. **KFMMC:** King Fahad Military Medical Complex
- 8.3. **ILMS:** Integrated Library Management System





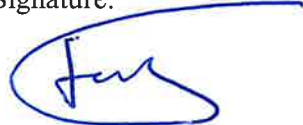

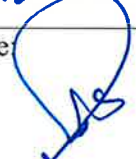

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9. APPENDICES:

- 9.1. PG-030: Membership Application Form
- 9.2. PG-038: Lost or Damaged Book(s) Form

Compiled by: Mr. Mohammad Rasheed <i>Senior Librarian</i>	Signature: 	Date: 03-August-2023
Reviewed by: Ms. Fatimah Sameer Al Nasser <i>Acting Library Affairs Unit Head</i>	Signature: 	Date: 03-August-2023
Reviewed By : Dr. Jaber Saud Alqahtani <i>Vice Dean of Postgraduate Studies and scientific Research</i>	Signature: 	Date: 03-August-2023
Reviewed By : Ms. Abeer Misfer Alshamrani <i>Assistant Vice Dean of Development & Quality</i>	Signature: 	Date: 03-August-2023
Authorized by: Lt. Col. Dr. Othman Abdulaziz Alfahad <i>Vice Deanship of Development & Quality</i>	Signature: 	Date: 03-August-2023
Approved by: Dr. Eidan Musa Al Zahrani <i>College Dean</i>	Signature: 	Date: 03-August-2023
Date effective: 03-August-2023		Date of next review: 03-August -2026