

Section	Use of Technology	Section#:	6.0
Sub-section	Library Software	Sub-section #:	6.2
Topic	Integrated Library System	Policy:	6.2.1

Policy

The Library shall maintain a Integrated Library system (ILS) for organizing and circulation of library resources. This system shall allow cataloguing, circulation functions and remote access to a web-based catalogue. Library members will be able to check their membership record, renew loans, and reserve materials either at the library or on the web version of the system.

Procedure

The Board shall ensure that any circulation system in use will provide adequate security features to protect the integrity of the collection materials data and guarantee the privacy of users of the system.

Staff shall monitor developments in current technology and recommend changes to ensure that the existing circulation system meets the needs of the library to supply control over the circulation of material, membership files and overdue fines and penalties.

Sufficient funds shall be allocated to Board reserves on an ongoing basis to ensure that both the software and equipment for operation of the circulation system, meet the current demands of the library.

Staff and volunteers shall receive adequate training to ensure that the circulation system is used effectively and efficiently.

Staff shall, in recommending policies and procedures concerning the lending function of the library, have regard for the operational capabilities of the circulation system.

Patron records shall be regularly updated to ensure that individuals meet the requirements to be considered as active patrons.

History:			
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Attachments:			