

## **Topic: Collection Development and Management – Circulation**

### **3.7 Check-In**

Board Motion Number:	<b>24.046</b>
Date of Original Board Motion Number:	<b>November 19, 2007</b>
Date of Current Issue:	<b>May 28, 2024</b>
Date of Next Review:	<b>2028</b>
Attachments:	

Signature of Board Chairperson (and Date):

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### **Policies**

The North Kawartha Public Library will implement efficient procedures for the check-in of Library materials.

### **Procedures**

1. A staff member will initially verify that returned material belongs to the Library.
2. A staff member will inspect the returned item for damage. Items identified during check-in as needing repair will be set aside.
3. If returned material is overdue donations are recommended/accepted.
4. If returned material has been damaged, a charge (equivalent to the replacement value of the damaged item) may be levied. The CEO/Librarian will determine the amount of the charge. When there is a charge, the money is collected and the amount and the reason for the charge must be noted in the cash receipts book in the cataloguing desk drawer. The amount collected is noted on the daily cash sheet as a donation.
5. Items which have been reserved for other patrons – this will be indicated on the computer at check-in – will be set aside for patron notification.
6. Items ready to be re-shelved will be placed on a book trolley.