

New Library- More Efficient Service

The Circulation Department has new and modified procedures to provide more effective service.

There have been many complaints by students about the present system for charging out books. The system is very time-consuming. However with our present enrollment, most systems are too expensive. The Library is looking into the matter. It hopes to find a system which they can afford and one which will add to the convenience of the students.

The Circulation Desk now requires all students to show their I.D. when charging anything out of the Library. Many books have been lost because some people were using false names and addresses when signing books out. It is felt that I.D. cards will protect the student and enable him to receive the fastest service possible.

The above is not the only reason for using I.D. cards. Reserve material (any book which is in great demand can be put on Reserve by a professor) is issued to full and part-time U.P.E.I. students only. I.D. cards help the people at the Circulation Desk distinguish between those who actually go to U.P.E.I. and those who don't

Those students who don't have an I.D. card or who have lost theirs, may obtain a plastic library card, free of charge, by contacting the Circulation Department.

Due dates are stamped at the back of a book when it is charged out. The date is there to enable students to return books promptly to the Library. In this way the book is there when you want it. Renewals may be made in person or by phone. Renewals will be given again and again as long as there is no request on hand for the item. Also prompt return cuts down on costly overdue notices.

Faster service for reserve material can be provided if students obtain the exact title

and author from their professors.

Reserve material should be returned promptly because many students are using this material. For this reason, fines must be issued when material is overdue. Fine slips are issued on a daily basis and fines are owed as soon as the fine slip has been made out.

Reserve material can also be renewed by person or phone, provided there is no request for that material.

The Circulation Desk keeps a list of all students owing fines. The fine may be paid at the time or at the end of the semester. However, no new reserve material will be charged out to that student, until the overdue item is returned.

This procedure is used to enable more students to use reserve material. Try and imagine how you would feel if studying for an exam you were unable to obtain needed material because it was overdue!

Personal belongings and books are picked up every morning. Library materials are restacked; personal belongings are kept at the Circulation Desk. The Library is not trying to harass students but only have a knowledge where its materials are. In this way, students may bor-

row them promptly.

If the student wishes to have materials saved, there are a limited number of shelves available for charged-out material and personal belongings behind the Circulation Desk. Students who are working with many books at one time will find this most helpful. It will reduce the difficulty of carrying them home whenever they leave the Library.

The Library has six private rooms. These may be reserved for one week. A key may be obtained at the Circulation Desk. Personal books and study materials if charged out at Circulation, will be left untouched.

When a student has reserved a room by the week but finds he cannot use it for the whole week; please let the Library know. In this way another student may use the room for the balance of the week.

There are 6 group rooms. These may be reserved for half days or whole days. The room may be reserved for several such time periods during the duration of the students' project but not continuously for more than one day.

These rooms are re-

served on a first come basis. Right now the rooms are left unlocked when not reserved by a group because of the lack of desks and seating facilities.

The study carrels which seat 400 students were held up by a strike. It is hoped that they will be here and in use shortly after March break.

The Library also has a coin-operated Xerox machine, found on the top floor. The cost for each copy is 5¢. It is hoped that the low price will provide a better service to those students who must Xerox material.

Orange shelves are provided for books to be deposited in the stacks. The staff will reshelve them. Just leave them on the orange shelves. The Library also does a continuous check of shelves weekly. In this way many misshelved books are located.

All the procedures used by the Circulation Department have been developed or modified to provide more efficient and prompt service to the student. The Circulation Desk doesn't want to harass anyone. It only wants to make materials available when you, the student, requires them.

Colleen Warren

