



ASUN Operating Procedure – 2007

Operating Procedure Synopsis

Title: Library Circulation

Approval Date/Revision Date(s): 5/2018

Review Date(s): 5/2019, 6/2020, 7/2021, 6/2022

Executive Cabinet Liaison: Vice Chancellor for Academic Affairs

Responsible Manager: Coordinator of Academic Support Services

A. Purpose and Scope

This procedure identifies the necessary tasks and functions to loan and return items borrowed by library customers.

B. Definitions

Circulation: Checking library material out and back in when returned.

Insignia ILS: All Library functions are completed in Insignia ILS system.

C. Procedures

Checkout an Item

1. Log into Insignia ILS using your assigned username and password
2. Click on the menu Circulation> Checkout
3. Enter a few letters of individual's last name and press enter
4. Scan or type the barcode of the item to be checked out
5. Repeat the above items for other items to be checked out
6. Write the due date on the due date paper in the book

Renewing an Item

1. Click on menu Circulation> Checkout
2. Enter a few letters of individual's last name and press enter
3. Select the check box to the left of the item to be renewed
4. Click on Renew
5. To renew multiple items, click on check box below "Items on Loan" tab and click "Renew"

Check In Items

1. Look at the item carefully to make sure all pieces are returned and to make sure item is still in good condition
2. Click on the menu Circulation> Check In

3. Scan or type the barcode

D. Related Information
