



CIRCULATION ACTIVITIES PROCEDURE

Prepared By:-	Approved By:-
	
Name: Zalirawati Anita Binti Jusoh	Name: Nor Hasyimah Binti Mustapa
Position: Head, Circulation & Loans Unit	Position: Chief Librarian
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1.0 OBJECTIVE

To explain the circulation processes according to library's requirements.

2.0 SCOPE

This procedure covers the circulation processes as follows:

- 2.1 Borrowing
- 2.2 Returning
- 2.3 Renewal
- 2.4 Reservation

This procedure applies to all campus libraries.

3.0 ACCOUNTABILITY

The following offices are accountable for the procedure:

- 3.1 Collection & Client Services Department – Documents
- 3.2 Client Services Section - Documents
- 3.3 Circulation and Loans Unit – Operations
- 3.4 Campus Libraries - Operations

4.0 ABBREVIATION

- CKI : Check-in
- CKO : Check-out
- LA : Library Assistants
- SLA : Senior Library Assistants

5.0 REFERENCE

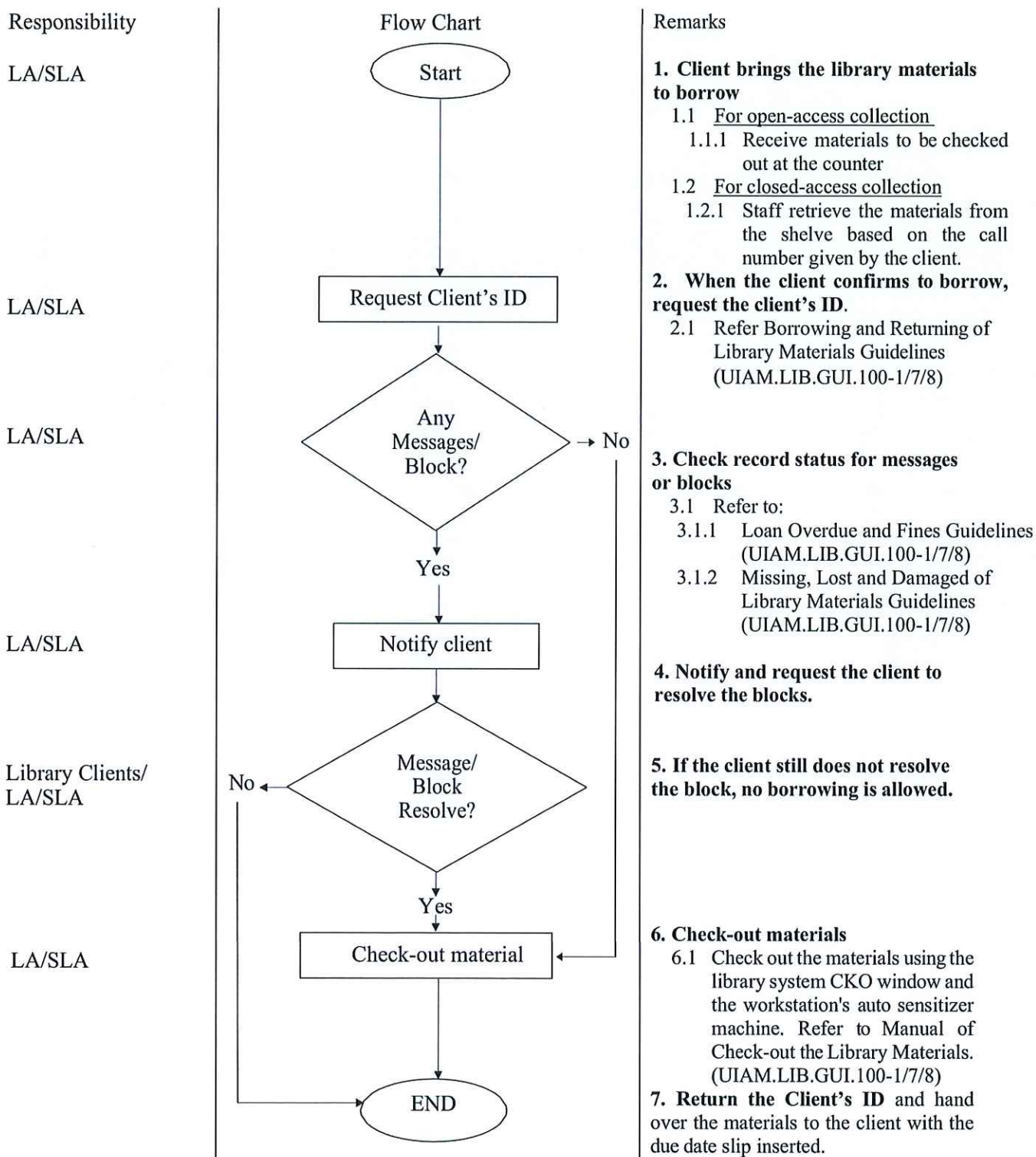
- 5.1 Internal Document
 - 5.1.1 Borrowing and Returning of Library Materials Guidelines (UIAM.LIB.GUI.100-1/7/8)
 - 5.1.2 Manual of Book Reservation (UIAM.LIB.MAN.100-7/3/1)
 - 5.1.3 Manual of Check-in the Library Materials (UIAM.LIB.MAN.100-7/3/1)
 - 5.1.4 Manual of Check-out the Library Materials (UIAM.LIB.MAN.100-7/3/1)
 - 5.1.5 Missing, Lost and Damaged of Library Materials Guidelines (UIAM.LIB.GUI.100-1/7/8)
 - 5.1.6 Library Membership and Access Guidelines (UIAM.LIB.GUI.100-1/7/8)
 - 5.1.7 Library Charges Guidelines (UIAM.LIB.GUI.100-1/7/8)
 - 5.1.8 Loan Overdue and the Fine Guidelines (UIAM.LIB.GUI.100-1/7/8)
 - 5.1.9 Loan Renewals Guidelines (UIAM.LIB.GUI.100-1/7/8)
 - 5.1.10 Reservation of Loan and Hold Guidelines (UIAM.LIB.GUI.100-1/7/8)

6.0 RECORD RETENTION PERIOD

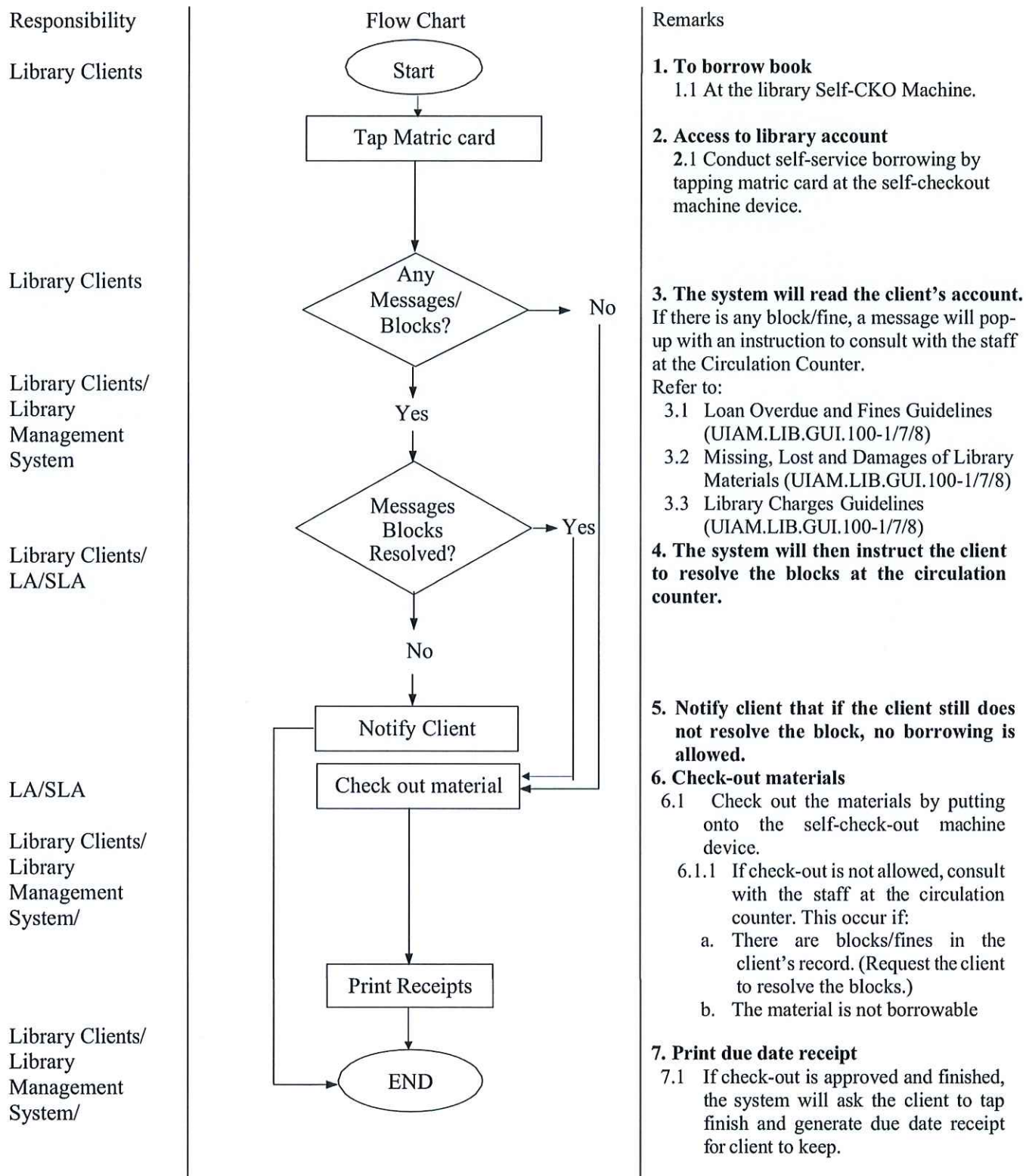
5 Years

7.0 PROCESS FLOW

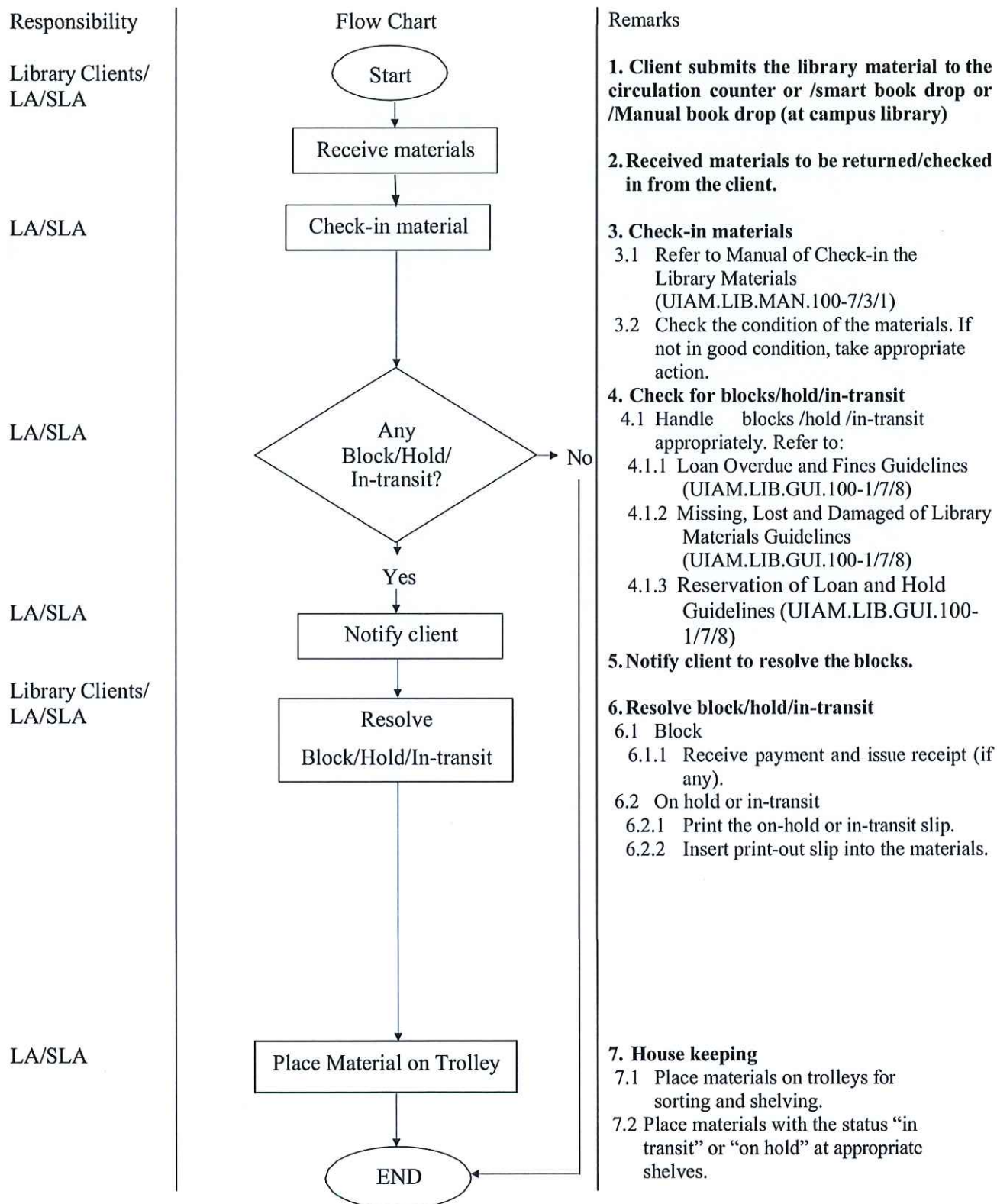
7.1 Borrowing/Loans of Materials at the Circulation Counter



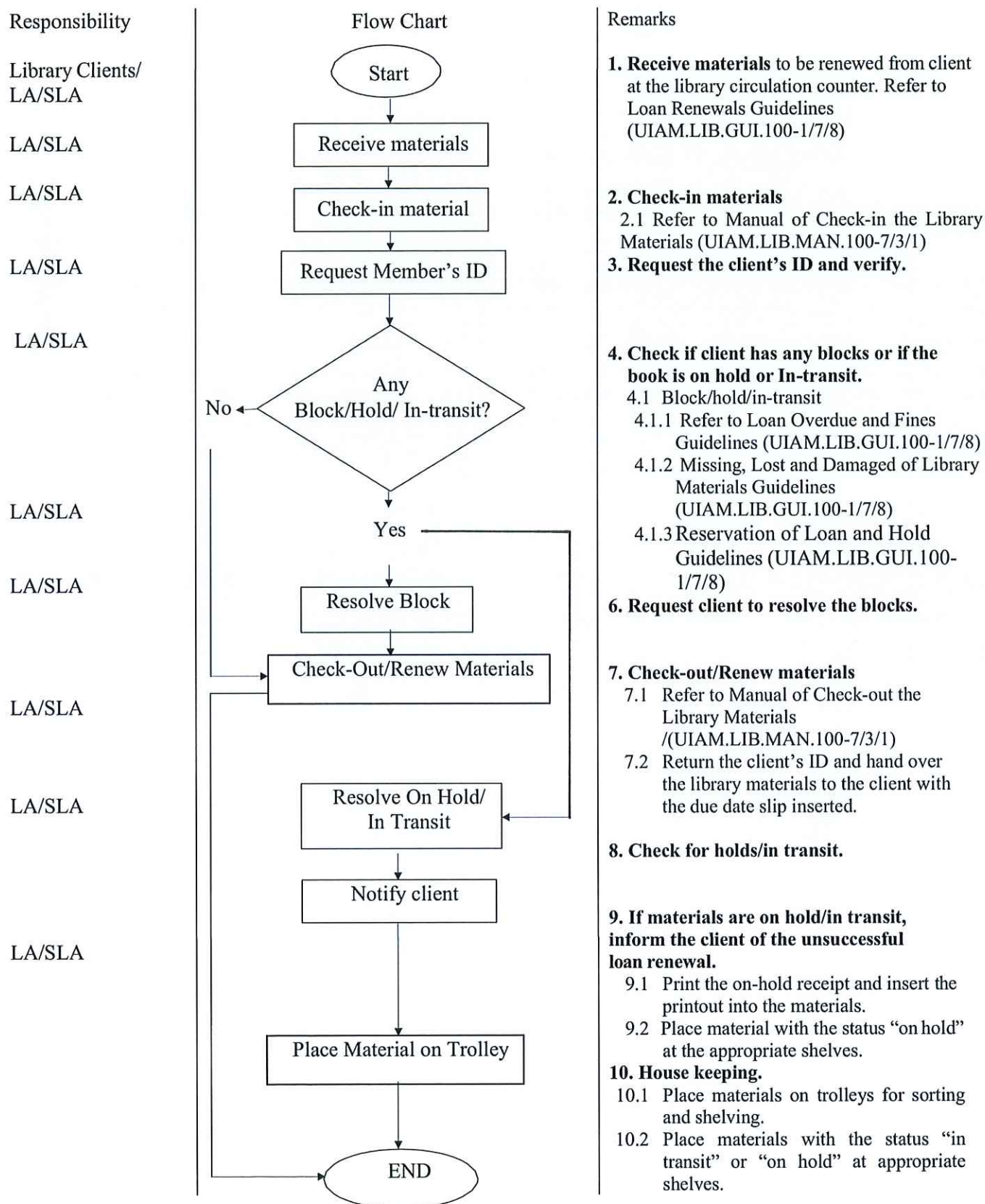
7.2 Borrowing/Loans of Materials at the Self-Check machine



7.3 Returning Materials at the Circulation Counter / Smart Book Drop / Manual Book Drop



7.4 Renewing Loan Materials at the Circulation Counter



ANNEXURE

1.0 TERMINOLOGIES

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| 1.1 | Blocks | : | Current blocks or pop-up messages that stop the process for membership management process. |
| 1.2 | Call number | : | A unique number given to an item that identifies the location and subject content of materials in a library. |
| 1.3 | Check-in | : | Returning the library materials through the library system. |
| 1.4 | Check-out | : | Borrowing/loan the library materials through the library system. |
| 1.5 | Circulation Counter | : | Borrowing and returning counter complete with the library management system. |
| 1.6 | Clients | : | All Dar al-Hikmah Library registered clients. |
| 1.7 | Clients record | : | Records in the library management system that contain clients' details which are automatically linked to their loan records. |
| 1.8 | Closed access collection | : | Refers to the library materials on the shelves that are non-browsable. |
| 1.9 | Fines | : | A charge imposed against a library client by the library for late returning and unreturned of a borrowed item after its due date. |
| 1.10 | Library management system | : | Koha integrated library management system. |
| 1.11 | Lost | : | Status in the library management system where the library materials are lost while on loan. |
| 1.12 | Manual book drop | : | A library book return completed by physically depositing the item with library staff or into a return box, with the return processed manually rather than automatically. |
| 1.13 | Membership record clearance | : | Staff/students/external clients clear off their library records before leaving the university e.g. retirement, graduation, withdrawal, termination, etc. |
| 1.14 | On-hold | : | Materials being kept for 7 days for the member who reserves it. |
| 1.15 | Open access/general collection | : | Refers to the library materials that are browsable on the shelves |



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|------|-----------------------------------|---|--|
| 1.16 | Overdue | : | Library materials are not returned after the due date. |
| 1.17 | Renewal | : | Re-borrowing or extending the loan period of the library materials |
| 1.18 | Self-CKO machine | : | Self-service check-out/borrowing machines |
| 1.19 | Sensitizer | : | Machine to activate/deactivate security tapes at the security gates |
| 1.20 | Smart book drop machine | : | Self-service returning machine |
| 1.21 | Staff/Student/External Clients ID | : | Staff/student/external members cards issued by the university's appropriate authority. |
| 1.22 | Workstation | : | Borrowing and returning counter complete with the library management system and auto sensitizer. |