

Session 19: Homework Questions

SESSION 19 : HOMEWORK ASSIGNMENT BLOCK PROCEDURES

On a separate sheet of paper for the DO NOT MENTION and MAY NOT BORROW write the reason why we tell the patron this.

Billing notice	Do not mention
Book has been recalled	Explain (new due date in block detail)
Claimed return	Do not mention
Fine	Do not mention
Hold cancelled by Library	Do not mention
Hold expired	Checkin book to cancel the hold. Book can be checked out to the recaller or to another borrower (if no other recalls)
Long overdue replacement charge	MAY NOT BORROW until long overdue/lost books are returned or renewed.
Long overdue recall	MAY NOT BORROW
Message to borrower	Take appropriate action
Overdue recall	MAY NOT BORROW
Overdue still out	Remind borrower to renew book(s)
Recalled book on hold	Check out book (or tell where book is being held)
*If "Maximums exceeded" box appears	MAY NOT BORROW

FIPPA – Homework

Write down how you would handle this scenario:

Professor Teal has requested the name of the student who has 5 particular books out. She also would like to know what other items this student has signed out. She has the name of these books in question and is upset. She is looking into a possible plagiarism issue with this student's essay.

