List of Tables

Chapter - 4

Table- 1  Circulation System
Table- 2  Inception of Library Automation and Computerized Circulation System
Table- 3  Charging Method
Table- 4  Types of Library Members
Table- 5  Caution Money
Table -6  Subscription Fee
Table- 7  Documents for Membership
Table- 8  Provision of Photograph for Membership
Table- 8.1  Photograph Mandatory/Not Mandatory
Table- 9  Provision of Cards for Members
Table- 10  Departmental Library Facilities
Table -11  Identity Card as an Alternative to Access Library
Table- 12  Recovery of Lost Card
Table-13  Form of Records of Registration Section
Table – 14  Difficulties Faced in the Registration Section
Table – 15  Temporary Registration
Table – 16  Use of Smart Card
Table – 17  Documents Issued
Table – 18  Uniformity in Documents to Issue
Table - 18.1  Ceiling of Number of Books for Issue
Table – 19  Variations in Loan Period
Table - 19.1  Practice in Variation in Loan Period
Table – 20  Return of Books on the Date of Issue
Table - 20.1 Interval between Issue and Return Dates
Table – 21  Accessibility Options
Table - 21.1 Accessibility to the Stack
Table – 22  Provision of Slip
Table - 22.1 Terminologies for Slip
Table – 23  Information Provided in the Slip by Staff
Table – 24  Variations in Requisition Slips
Table – 25  Arrangement of Lending Slips
Table – 26  Provision of Book Card
Table – 27  Information Provided in the Book Card by Borrower at the Time of Issue
Table - 27A Information Provided in the Book Card by Staff at the Time of Issue
Table - 27B Information Provided in the Book Card by Staff at the Time of Discharge
Table – 28  Filing of Book Cards
Table – 29  Provision of Date Label
Table - 29.1 Information Provided in the Date Label by the Issuing Staff
Table – 30  Provision of Gate Pass
Table - 30.1 Provision of Checking of Gate Passes and Books
Table- 30.1.1 Frequency of Checking of Gate Passes and Books
Table – 31  Information Provided in the Gate Pass
Table – 32  Provision of Keeping Borrowers’ Cards in the Library
Table - 32.1 Arrangement of Borrowers’ Card
Table – 33  Difficulty Faced at the Time of Issue
Table - 33.1 Types of Difficulties at the Time of Issue
Table – 34  Self Charging System
Table - 34.1 Web Check in
Table – 35  Function of the Date Label at the Time of Discharge
Table – 36  Provision of Returning the Borrower’s Card at the Time Issue and Return
Table – 37  Steps Taken for Mutilate/Damage/Tear/Lost of Books
Table – 38  Formalities Involved with the Lending/Requisition Slips for Discharging
Table – 39  Works Involved with the Book Cards to Discharge
Table – 40  Self Discharging System
Table – 41  Renewal System
Table - 41.1 Provision of Borrower Card at the Time of Renew
Table – 42  Methods to Renew a Book
Table – 43  Impact of Renewal on Total Issue
Table - 43.1  Quantitative Analysis for Impact of Renewal on Total Issue
Table – 44  Provision of Reservation
Table – 45  Categorization of Documents for Reservation
Table - 45.1  Types of Books to Reserve
Table – 46  Retaining of Reserved Books at the Circulation Counter
Table – 47  Provision of Demand Slip
Table - 47.1  Preservation of Demand Slips at the Circulation Counter
Table – 48  Provision of Informing Users to Return the Reserved Books
Table - 48.1  Methods to Inform the Users to Return the Reserved Books
Table – 49  Alerting System
Table - 49.1  Methods of Alerting
Table – 50  Use of Free SMS Sites
Table – 51  Difficulties of Reservation
Table - 51.1  Types of Difficulties of Reservation
Table – 52  Importance of Reservation System
Table – 53  Provision of Fine
Table - 53.1  Exemption of Fine
Table – 54  Amount of Fine
Table – 55  Provision to Waive Fine
Table - 55.1  Conditions to Waive Fine
Table – 56  Works Involve Until the Fine is Collected
Table – 57  Importance of Imposing Fine
Table – 58  Steps Taken Against Defaulters
Table – 59  Recovery of Lost Books
Table – 60  Suggestion to Recover the Non-Returned Books
Table – 61  Reminder(s) to Defaulter
Table – 62  Frequency of Reminders
Table – 63  Software Used
Table – 64  Operating System Used
Table – 65  DBMS Used
Table – 66  Provision of Uploading Patrons’ Image in the Software
Table – 67  Offline Circulation Facility
Table – 68  Automated Checking System at the Gate
Table – 69  Utility of Circulation Module
Table – 70  Well Written Manual for Software
Table – 71  Vendor Support
Table - 71.1  Online Vendor Support
Table - 71.2  Troubleshooting Manual
<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>72</td>
<td>Provision of up Gradation the Software</td>
</tr>
<tr>
<td>72.1</td>
<td>Flexibility for Changing Software Environment</td>
</tr>
<tr>
<td>73</td>
<td>Circulation Details in OPAC</td>
</tr>
<tr>
<td>74</td>
<td>Barcode Facility</td>
</tr>
<tr>
<td>75</td>
<td>Web OPAC</td>
</tr>
<tr>
<td>75.1</td>
<td>User Profile through Web</td>
</tr>
<tr>
<td>76</td>
<td>Provision of Asking/Providing Suggestion on Book Purchase Via Web</td>
</tr>
<tr>
<td>77</td>
<td>Compatibility of RFID Technology</td>
</tr>
<tr>
<td>78</td>
<td>Compatibility of Biometric Technology</td>
</tr>
<tr>
<td>79</td>
<td>Provision of Different Circulation Rules for Branch Libraries</td>
</tr>
<tr>
<td>80</td>
<td>Provision of Bulk Document Transfer to Branch Libraries</td>
</tr>
<tr>
<td>81</td>
<td>Provision of Bulk Patron Transfer to Branch Libraries</td>
</tr>
<tr>
<td>82</td>
<td>Provision of Batch Patron Deletion</td>
</tr>
<tr>
<td>83</td>
<td>Provision of Privilege Control</td>
</tr>
<tr>
<td>84</td>
<td>Provision of Reservation of Books in the Software</td>
</tr>
<tr>
<td>85</td>
<td>Provision of Setting Login and Password in Circulation Module</td>
</tr>
<tr>
<td>86</td>
<td>Provision of SIP/NCIP Protocol</td>
</tr>
<tr>
<td>87</td>
<td>Indic Scripts Support in the Circulation Module</td>
</tr>
<tr>
<td>88</td>
<td>Provision of Fast-add Cataloguing/Front Desk Operations</td>
</tr>
<tr>
<td>89</td>
<td>Book-Bank Facility</td>
</tr>
<tr>
<td>90</td>
<td>On-Campus Lending/Borrowing Facility</td>
</tr>
<tr>
<td>91</td>
<td>Serials Circulation Facility</td>
</tr>
<tr>
<td>92</td>
<td>Provision of Self Renewal</td>
</tr>
<tr>
<td>93</td>
<td>Delinquency Facility</td>
</tr>
<tr>
<td>94</td>
<td>Article Alert Service</td>
</tr>
<tr>
<td>95</td>
<td>Intimation of Processing/Book Cart Locations</td>
</tr>
<tr>
<td>96</td>
<td>Provision of Inter Library Loan Facility</td>
</tr>
<tr>
<td>97</td>
<td>Provisions to Prepare the Circulation Reports</td>
</tr>
<tr>
<td>98</td>
<td>Merging of Circulation Reports with other Modules Report</td>
</tr>
<tr>
<td>99</td>
<td>Presentation of Circulation Reports</td>
</tr>
<tr>
<td>100</td>
<td>Separate Backup /Restoration of Circulation Data</td>
</tr>
<tr>
<td>101</td>
<td>Generation of Circulation Report</td>
</tr>
<tr>
<td>102</td>
<td>Satisfaction Level on Report Generation</td>
</tr>
<tr>
<td>103</td>
<td>Stock Maintenance</td>
</tr>
<tr>
<td>104</td>
<td>Monitoring of Items Sent to Bindery</td>
</tr>
<tr>
<td>105</td>
<td>Use of Colour Code for Circulation Restrictions</td>
</tr>
<tr>
<td>106</td>
<td>Generation of Circulation Cloud from Reading History</td>
</tr>
<tr>
<td>107</td>
<td>Control over Circulation Notices</td>
</tr>
<tr>
<td>108</td>
<td>Duplicate Copy of Gate Pass</td>
</tr>
</tbody>
</table>
Table – 109 Methods of Keeping Records in the Janitor
Table – 110 Provision of Keeping Statistics of Issue and Return of Books
Table – 111 Source to Ascertain the Extent of Use of Library Materials
Table – 112 Statistics of Library Member
Table – 113 Statistics of Library Registration Fee
Table – 114 Statistics of Library Fines
Table – 115 Statistics of Damage Documents
Table – 116 Statistics of Non-Returned Documents
Table – 117 Statistics of Amount Received from the Lost of Documents

Chapter – 5

Table – 1 Number of Users
Table – 2 Total Collections of Books
Table – 3 Ratio of Users to Total Collection
Table – 4 Total Numbers of Books Issued
Table – 5 Average Number of Books Issued Per User
Table – 6 Total Numbers of Books Returned
Table – 6A Total Numbers of Books Issued and Returned
Table – 7 Average Return of Books of Users
Table – 8 Number of Machines Available to Search OPAC
Table – 9 Ratio of Total Number of Computers to Total Users
Table – 10 Query in Circulation Section
Table – 11 Books Issued Through ILL
Table – 12 Frequency of Visit
Table – 13 Time Required for Issuing a Book
Table – 14 Preference to Access to Stack
Table – 15 Preferable Charging System
Table – 16 Lending Facility in the Branches
Table – 17 Preference to Self Service System
Table – 18 Checking System at the Gate
Table – 19 Preference to Use Smart/ Credit/ Debit Cards
Table – 20 Web Check in/Renewal/Reservation
Table – 21 Fine System
Table – 22 Barcode/RFID/Biometric Compatible Software
Table – 23 Selection of Home/Branch Library from any Terminal
Table – 24 Setting User Login and Password in Circulation/Member Management
Table – 25 Provision of Fast-Add Cataloguing/Front Desk Operations
Table – 26 Users’ Suggestion on Book Purchase
Table – 27 Offline Circulation Facilities
Table – 28 Users’ Satisfaction Level in Circulation System
Table – 29 Borrowing of Documents
Table – 30 Types of Library Member Cards
Table – 31 Identity Card Used as Alternative to a Library Card
Table – 32 Alerting Service
Table – 33 Methods of Alerting Service
Table – 34 Frequency of Reminder
Table – 35 Circulation Information in OPAC
Table – 36 Indie Scripts
Table – 37 Book-Bank Facility
Table – 38 On-Campus Lending Facility
Table – 39 Article Alert Service
Table – 40 Processing/Book Cart Locations
Table – 41 Inter Library Loan
Table – 42 Book Drop Box
Table – 43 Star Rating of Items

........