Functions of the circulation section

Information literacy to all users
Orientation of Freshers in CHSS and CAE
Lending and Checkout of materials to library users
Checking-in materials returned
Monitoring materials for damage and routing them to the appropriate staff for repair or replacement
Collecting statistics on library use, i.e. patron transactions, material checkouts, etc.
Charging and receipting overdue fines
Process users’ cards for authorized outside persons
Registering validated users
Writing and dispatching overdue notices
Clearance of students and staff on completion of their stay at UoN
Public relations

National Cohesion & Integration

Constitution of Kenya, 2010

National Anthem
Functions of the circulation section

Source URL: http://uonlibrary.uonbi.ac.ke/node/911

Links: