



Circulate

INTEGRATED LIBRARY SYSTEM

Circulate is the library system for checkouts, holds, customer accounts and cataloging. Staff work in one place, and the rules follow your library's own policies.

CHECK OUT

3912 0098 1221 4

The Women
Kristin Hannah · Book

Lessons in Chemistry
Bonnie Garmus · Book

The Wild Robot
DVD · on Leo Fournier's card

Hold ready: Tomorrow, and Tomorrow, and Tomorrow is on the hold shelf until 30 October.

Circulation desk

Check items out and in, renew loans and record in-house use from one screen.

RECORD

Braiding Sweetgrass
Robin Wall Kimmerer · Milkweed Editions, 2013

Book 581.6 KIM 12 copies

HEADINGS

Name Kimmerer, Robin Wall

Subject Botany, Economic

Subject Climatic changes

Cataloging and authority control

Create and edit MARC records, and keep names, subjects and series consistent across the catalog.

TODAY AT OAK HILL

Holds to pull **51**

Awaiting pickup **34**

Arriving from other libraries **17**

Overdue **88**

Items on the move

Every item is tracked from the shelf it left to the desk it reaches, with late transfers standing out.

ACQUISITIONS

Allocated **\$412,000**

Committed **\$96,480**

FUNDS

Adult fiction 71% spent

Children's books 58% spent

Large print 34% spent

Audio and video 96% spent

Acquisitions

Choose, order, receive and pay for new items, with funds showing allocated, committed and spent totals.

HEALTH BY SUBJECT

000 Computers 72	100 Philosophy 74	200 Religion 61
300 Society 81	500 Science 48	600 Technology 69
700 Arts 85	800 Literature 88	900 History 71

Score out of 100: use, age and condition

Collection management

A health score for each subject at each library, with a watch list and suggested next steps.

TEST LOAD

Customers

Titles

Items

Loans

Holds

Fines

Moving to Circulate

We move your data for you, check it with you, and stay with you after go-live.



Holds and pickup

Place copy or title holds and fill them as items come back, with a hold shelf and pickup dates.



Fines and fees

See what each customer owes and settle it at the desk.



Serials

Manage subscriptions and check in each issue as it arrives.



Notices

Tell customers about due dates, holds and fines by email, text or print.



Reports

Build your own reports, with dashboards, COUNTER reports and peer benchmarks.



Customer accounts

Register customers, issue cards and PINs, and link family, school and organization accounts.



Self-check machines

Connect self-check machines through SIP2, the standard checkout link.



Loan rules

Set the rules once, by customer type, item type and library.



Interlibrary loan

Borrow from and lend to other libraries, with requests routed to partner libraries.



Batch changes

Change status, location or item type for many items at once. Preview first and undo from the history.



Empower your customers

- ✓ One card for every family member
- ✓ Clear loan rules and due dates
- ✓ Search the catalog in Explore



Help staff

- ✓ Do circulation in one place
- ✓ Rules that follow your policies
- ✓ See what needs attention first

Communico specification sheets

Available to download at www.communico.one

communico **one**