

**CIRCULATION PROCEDURES**  
**Version 4, 12/2000**

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## **1.0 NASA GALAXIE**

NASA GALAXIE is the integrated library system which includes the Webcat, online catalog and all its modules used by the Library. NASA GALAXIE contains the holdings of all 16 NASA Center libraries, although some of the libraries also maintain separate systems. Workflows is the staff interface for NASA GALAXIE. The override in NASA GALAXIE is:

**wfhqtech**

## **2.0 PATRON RECORDS**

### **2.1 Patron Registration Policies**

- All eligible users (NASA Headquarters employees, NASA contractors, NASA detailees, NASA student interns, and NASA retirees) requesting borrowing privileges must complete a **Patron Registration form** (see Appendix).
- All patrons must show a current NASA badge when registering.
- Contractors must have their Contracting Officer Technical Representative (COTR) fill out and sign the bottom half of the form.
- Detailees and interns must have their supervisor fill out and sign the bottom half of the form.
- Individuals filling out the bottom half of the registration form are assuming responsibility for materials the patron borrows.
- Contractors, detailees, and interns must have expiration dates on their registration forms.

### **2.2 Patron Registration**

1. Verify the form is completely filled out. Contractors must have their COTR fill out and sign the bottom half of the form. Detailees and interns must have their supervisor fill out and sign the bottom half of the form.
2. Read the patron's NASA badge, enter the number on the form in the space provided, and initial the form.
3. File the form in the yellow box for the Circulation Specialist.

### **2.3 Creating Patron Records**

1. Verify that the patron is a NASA Retiree, NASA HQ civil servant, NASA HQ contractor, NASA HQ detailee, or NASA HQ intern by checking:

- Current edition of the NASA Headquarters phone directory
  - NASA Personnel (358–1998)
  - NASA Information Center (358–0000)
  - Patron's COTR or supervisor
2. Verify that the form is completely filled out. If it is not, contact the patron. Contractors, detailees, and interns must obtain signatures and expiration dates from their COTR/supervisors.
  3. Create a Patron card with a barcode (beginning with 217800) and the person's full name, last name first.
  4. In WorkFlows, click on the button New User Registration.
  5. Type in the barcode for user ID.
  6. On the Basic tab, enter the following information. Some of it may already be displayed.
    - Patron's name in the format: Goldin, Daniel S.
    - Library: HQ
    - User Access: HQPUB
    - Location: CHECKED-OUT
    - Environment: HQPUB
  7. Select one of the following profiles using information from the Patron Registration form, then click OK:

HQCTRON	-	On-site contractor
HQCTROFF	-	Off-site contractor
HQGOVOTHR	-	Detailees, Interns
HQNASA	-	NASA civil servants
HQRETIREES	-	NASA Retirees

8. On the Privilege tab, enter the Privilege Expires date.

Profile	Privilege Expires
HQNASA, HQRETIREES	NEVER
HQCTRON, HQCTROFF, HQGOVOTHR	date of contract/detail/internship expiration (you must enter the Override)

9. On the Demographics tab, enter the user's mail code in the Department Field.
10. On the Address tab, enter the following information. You must edit the field headings so they are in this order.

Line1	-	company name
Line2	-	street address
Mail Stop	-	xx
City/State	-	city, state and zip
Phone	-	(xxx) xxx-xxxx
Email	-	someone@hq.nasa.gov

Here is an example of a NASA Headquarters employee:

Line1	-	NASA Headquarters
Line2	-	Two Independence Square
Mail Stop	-	Mail Code: LB
City/State	-	Washington, DC 20546
Phone	-	(202) 358-1212
Email	-	badde@hq.nasa.gov

11. On the Extended Info tab, enter the following information:

Comment	-	COTR: [name] (only do this for contractors) (Example: COTR: Jannie Pratte)
Comment	-	patron's room number (Example: 1V63)
Comment	-	patron's mail code (Example: CFS-3)

12. Click on OK.

13. Send the patron an information packet with flyers on the library's services, copies of the library forms, and a letter providing their ID number and instructions on its use (see Appendix).

14. File the patron ID card alphabetically by last name.

15. File the patron registration form in the Registration Forms binder.

16. Record the new patron on the Collection Maintenance statistics form.

## **2.4 Checking a Patron's status/loans**

1. Click on User Display.
2. Type in patron's last name or wand the barcode and select User ID .
3. Click OK.
4. Select the Summary tab for status.
5. Select the Checkouts tab for current loans.

## **2.5 Editing Patron Records**

1. Click on Modify User.
2. Type in patron's last name or wand the barcode and select User ID .
3. Click OK.
4. Enter changes on individual tabs and click on OK when done.
5. A box titled "Modify User: Complete" should appear. Click on Close.
6. If you changed the patron's status to Retired, record the change on the Collection Maintenance statistics form.

## **2.6 Deleting Patron Records**

1. A patron who is leaving Headquarters may not be cleared by the library until they have returned all materials borrowed and paid for all materials lost.
2. Click on Remove User.
3. Enter Override: wfhqtech
4. Type in patron's last name or wand the barcode and select User ID .

5. A screen will appear titled 'Remove User: <patron> Removed.' Click on Close.
6. Remove patron card to deleted file.
7. Record the patron deletion on the Collection Maintenance statistics form.

### **3.0 CIRCULATION**

#### **3.1 Circulation Periods/Renewals**

- Books in the main circulating and project management collections circulate for 30 days.
- Audiovisual materials from all collections circulate for 14 days except language tapes which circulate for 30 days.
- Journals, microfiche, indexes, ready reference items, reference items, atlases and yellow box materials generally do not circulate. At the discretion of the Library Manager the non-circulating item policy may be overridden, and items may circulate for a 1-day period or a weekend.
- NASA Headquarters employees may borrow a maximum of 30 items at one time.
- NASA contractors, NASA detailees and NASA student interns may borrow up to 15 items.
- NASA retirees may borrow up to 10 items.
- Six renewals are permitted provided no holds or recalls are placed on the item. Patrons may renew by phone, in person, or responding to overdue notices via email.
- When the library has many copies of software manuals they may be checked out for 6 months at a time and may be renewed indefinitely.

#### **3.2 Charging an Item**

1. Confirm patron's name by checking badge.
2. Click on Checkout.
3. Pull patron's ID card, wand barcode, and click on OK or hit Enter.
4. Wand the barcode of the item.
5. To enter an alternate due date, click on the calendar icon (Special Due Date) at the top of the box and enter the alternate date.
6. Click OK or hit Enter. Confirm the title on the item matches the List of Checkouts and that the item is charged to the right patron.
7. If you are checking out items that do not normally circulate, you will be prompted for the Override.
8. Stamp the detuner with due date appearing on the screen.
9. Place the detuner on the Date Due label in the item.

10. File the patron's ID card.

### **3.3 Charging an Item on Special Loan**

1. Technical reports, older newspapers, and older journals may be circulated based on the Librarian's judgment. Special Loan is needed because these items do not have barcodes. The latest journal and newspaper issues are almost never circulated.
2. Confirm patron's name by checking badge.
3. Click on Checkout.
4. Pull patron's ID card, wand barcode, and click on OK or hit Enter.
5. Select a special loan card not in use.
6. Enter the item's title, vol./issue number, and date due on the card. Special loans should not be for more than 1 week.
7. Wand the barcode of the item and click OK. You may be prompted for an Override.
8. Confirm the barcode on the item matches what is displayed in the catalog and that the item is charged to the right patron.
9. Select a Special Loan slip, fill it out with the Special Loan card #, barcode, and due date.
10. Paperclip the Special Loan slip to the item and inform patron that it is not to be removed.
11. If there is a Date Due/Reference Only label on the item, stamp a detuner with the date due and place it on the label.
12. File the patron's ID card.
13. Place the Special Loan card in the In Use file.

### **3.4 Charging Items Manually**

1. Use a Manual Charge Form when the system is down or when the person has just submitted a completed Patron Registration Form and doesn't yet have a patron record.
2. Fill out the Manual Charge Form with the patron's name and barcode if they have one and the barcodes and titles of the items charged.
3. Stamp the detuners with dates appearing on the screen.
4. Place the detuners on the Date Due labels in the items.
5. File the Manual Charge Form in the yellow box for Registration Forms. If there is a Registration Form for the patron, attach it.

### **3.5 Editing a Charge**

1. Click on Modify Due Dates (this button is under User Functions).
2. Type in patron's last name or wand the barcode and select User ID.
3. Click OK.
4. Enter the new due date or click on the Wizard button to select a calendar date.
5. Click OK.
6. A screen will appear titled 'Modify Due Dates: for <patron> complete'. Click on Close.

### **3.6 Renewing an Item**

1. Click on Renew Single Item.
2. Wand/type the item's barcode
3. If an alternate due date is needed, click on the Calendar icon and enter the alternate date.
4. Click on OK.
5. If item is overdue, enter the Override.
6. If item has exceeded number of renewals, inform patron and/or enter Override.
7. If item is on hold or has been recalled, inform patron and do not renew. Instead, charge item to patron with the hold, place item on hold shelf, and notify patron by phone that it is available.
8. If renewal is successful, title will appear on 'Items Renewed' list. Inform patron of new due date.
9. If item is present, stamp the detuner with the new due date.
10. Inform patron of new due date.

### **3.7 Renewing All of a Patron's Items**

1. Click on Renew User Charges.
2. Wand/type, the user's barcode.
3. Select Renew All or Selected. If you pick Selected you must select individual items by clicking in the boxes on the right.
4. If you need an alternate due date, click on the Calendar at the top of the window.
5. Click on OK
6. A window will appear that says 'Renew User: Complete'. Click on Close.
7. Inform patron of new due date.

### **3.8 Discharging Items**

1. Click on Discharge/Checkin.
2. Enter barcode of item and click on OK.
3. Confirm that title appears in 'List of Discharges.'
4. Peel off date due detuner from item, set detuner aside to be reused or discarded, and place discharged item on cart in circulation area for reshelving.
5. If a hold or recall message appears, pull the person's patron card, charge item to patron with hold, attach hold slip, place on hold shelf, and call patron to tell them the item is available.
6. Book return box should be checked at least once each shift and all of its contents discharged.

### **3.9 Placing a Hold**

1. Place a hold when the patron needs a book that is checked out but can wait until it is returned. Always let the patron know when the book is due. A hold in the system will prevent the current borrower from renewing the book and will alert the person discharging the book that it is on hold. If the patron needs the book immediately, do a recall instead.
2. Click on Item Search to find the item.
3. Click on Volumes. If a specific volume is needed, select it. Otherwise select any copy.
4. Let the patron know when the book is due.
5. Confirm patron's name by checking badge.

6. Click on Place Hold and enter the patron's name or barcode.
7. Select the Current Item. You may need to enter the item barcode in the Lookup field. Click OK
8. If the patron does not need the item past a certain date, enter this date in Expiration Date.
9. If a specific volume is needed, under Hold Level select Call Number. In all other cases, select Title to hold all copies at HQ. NEVER select System.
10. Under Recall Status, select Don't Recall.
11. A screen will appear titled 'Place Hold: Completed'. Confirm that all the information is correct and click on Close.
12. Record the hold on the Collection Maintenance statistics form.

### **3.10 Placing a Recall**

1. Use recall when the patron needs a book that is checked out but cannot wait for current borrower to return it on the due date. A recall in the system will prevent the current borrower from renewing the book and will alert the person discharging the book that it has been recalled.
2. Click on Item Search to find the item.
3. Click on Volumes. Click on the specific volume at HQ needed.
4. Confirm patron's name by checking badge.
5. Click on Place Hold and enter the patron's name or barcode.
6. Select the Current Item. You may need to enter the item barcode in the Lookup field. Click OK.
7. If a specific volume is needed, under Hold Level select Call Number. In all other cases, select Title to recall all copies at HQ. NEVER select System.
8. Under Recall Status, select Recall Now.
9. Click on Item Search.
10. Select Current Item (it should be the one you just recalled) and click on OK.
11. Select the All Volumes tab and click on the Recalled item.
12. In the pop-up screen click on the Previous User ID number.
13. Click on close.
14. Click on User Display and select current user. This should be the patron that has the recalled item.
15. Call current borrower with following message:  
Hello, this is \_\_\_\_\_ of NASA Headquarters Library. An item you have borrowed, \_\_\_\_\_ by \_\_\_\_\_, has been recalled by another patron. Please return it to the Library as soon as possible. If you have any questions, please call 358-0168. Thank you.
16. Record the recall on the Collection Maintenance statistics form.

### **3.11 Removing Holds & Recalls**

1. Click on Remove User Holds.
2. Enter the patron's name or barcode and click on OK.

3. Click in the boxes under Remove and click on OK.
4. A screen will appear saying 'Remove User Hold: Complete.' Click on Close.

## **4.0 OVERDUES/BILLS/LOST ITEMS**

### **4.1 Overdue/Bill Notices Policies**

- Two reports have been created in NASA GALAXIE to generate overdue notices and bill memos. Both reports run Monday morning.
- The first report emails overdue notices to patrons whose materials are 1-4 weeks overdue and emails a bill memo to those who are 5 weeks overdue. Notices are printed and mailed for patrons who do not have email.
- The second report generates bill memos for items 5 weeks or more overdue. These notices are all printed and sent in the mail. Report Logs and examples of notices and memos are in the Appendix to this section.
- When the second report generates a Third Memo, the patron is also sent a Lost Item letter (see Appendix) with the price of the item and instructions on how to replace it. If they admit they lost the item, they will not be able to borrow or renew items until it is replaced or the library is redeemed for its cost. If they claim the library lost the item and the library cannot prove the patron is responsible, the Library assumes responsibility. If the patron is uncooperative, the Library Manager will contact the Library COTR.

### **4.2 Sending Overdue Notices**

1. Logon to NASA GALAXIE Workflows.
2. Click on Finished Reports in the Reports Wizards.
3. Click on the most recent report titled 'hqovedue' and click on View.
4. Deselect 'View log'.
5. In response to the question "For which recipients do you want to select notices?" select "Only those with no email addresses" and click on OK. (Those with email addresses will receive notices by email when the report runs.)
6. The text will appear in WordPad. Edit the text so that only one notice will be printed per page.
7. Print the file.
8. Mail the notices:
  - AT NASA HQ: fold with patron address on outside, staple, and mail.
  - OFF-SITE: put in solid white or window envelopes and mail.
9. Periodically, delete the old hqoverdue reports by clicking on the report name and then on Remove.

### **4.3 Sending Bill Notices**

1. Logon to NASA GALAXIE Workflows.
2. Click on Finished Reports in the Reports Wizards.
3. Click on the most recent report titled 'hqbills' and click on View.
4. Deselect 'View log'.
5. In response to the question "For which recipients do you want to select notices?" select "All" and click on OK.
6. The text will appear in WordPad. Edit the text so that only one notice will be printed per page.
7. Print the file.
8. Mail the notices:
  - AT NASA HQ: fold with patron address on outside, staple, and mail.
  - OFF-SITE: put in solid white or window envelopes and mail.
9. If a patron is receiving a Third Memo from the hqbills report, notify the Library Manager and send them a Lost book letter (See Appendix).
10. If the patron does not respond to the Lost Book letter in one week, call the patron.
11. If the patron does not respond or refuses to pay, notify the Library Manager.
12. Periodically, delete the old hqbills reports by clicking on the report name and then on Remove.

#### **4.4 Patron has Lost Item**

1. If a patron has lost an item, they will not be able to borrow or renew materials until the lost item is replaced or the NHQ Library (or lending library in ILL cases) is redeemed for its cost.
2. To verify that it is not in the Library collection, two staff members must independently search for the item in the following areas regardless of the item's home location or library: Career materials, Ready Ref, Atlases, shelving trucks, Main Ref, Bookstacks, PPM, cataloging area, A/V room, video collection, audio collection.
3. If the patron has received an overdue/bill notice, print it and write today's date on it.
4. If the patron has not received a notice yet, Display User to print out the Checkouts tab.
5. Discharge the item from the patron's record.
6. Charge the item to Headquarters Missing (21780000025306).
7. Record the lost item on the Collection Maintenance statistics form.
8. Make a copy of the Lost Book letter (lost.doc in the procedures manual directory) and enter the patron and item information.
9. Search for the item in Books-in-Print to determine price. Add 10% to price and enter it in the Lost Book letter.
10. Send the letter to the patron.
11. File a copy of the letter and the print out in the Lost items file.
12. If the patron provides a replacement book, submit it to Acquisitions with a copy of the item record it is replacing.
13. If the patron pays for the item, give payment and copy of the Lost Book letter to Library Manager to convey to the COTR.

#### **4.5 Library has Lost Item**

1. To verify that it is not in the Library collection, two staff members must independently search for the item in the following areas regardless of the item's home location or library: Career materials, Ready Ref, Atlases, shelving trucks, Main Ref, Bookstacks, PPM, cataloging area, A/V room, video collection, audio collection.
2. Discharge the item from the patron's record.
3. Find the item using Item Search, click on the raised item title at the top of the screen and click on Print.
4. On the print out write the patron's name, today's date, and the message 'claims returned'.
5. Charge the item to Headquarters Missing (21780000025306).
6. Record the lost item on the Collection Maintenance statistics form.
7. File the print out in the Lost items files and submit a copy of the record to Acquisitions for possible replacement.

#### **4.6 Item Not on Shelf**

1. If an item is reported as missing, two staff members must search for it in the following areas regardless of the item's home location: Career materials, Ready Ref, Atlases, shelving trucks, Main Ref, Bookstacks, PPM, cataloging area, A/V room, video collection, audio collection.
2. If the item is not found, charge it to Headquarters Missing (21780000025306).
3. Record the lost item on the Collection Maintenance statistics form.
4. Use Item Search to display the item record. Click on the raised item title at the top of the screen and click on Print. If you did a title search you will need to select the All volumes tab and click on the individual copy. Note the barcode in the field Previous User ID.
5. Click on User Display, enter the barcode for the previous user, and click on OK.
6. Call the previous borrower and ask them to check and see if they still have missing item. Write the previous borrower's name and today's date on the print out.
7. File the print out in the Lost items file.

#### **4.7 Missing Items Inventory**

1. Conduct a Missing Items Inventory annually.
2. Use the reports module to print out a list of all items charged to Headquarters Missing (21780000025306) and a list of all items with the location LOST.
3. Two staff members must independently search for all the Missing/LOST items in the following areas regardless of the items' home locations: Career materials, Ready Ref, Atlases, shelving trucks, Main Ref, Bookstacks, PPM, cataloging area, A/V room, video collection, audio collection.
4. Pull all items found and confirm that the barcodes match those Missing/LOST.
5. Keep a tally of total items Missing and LOST at beginning of search, Missing items found, LOST items found, Missing items converted to LOST, and LOST items removed.
6. If items with the location Missing are found, discharge them.
7. If items with the location LOST are found, use Edit Item to change current location to be the same as Home Location.
8. If items with the location Missing are not found, discharge the items and use Edit Item to change the current location to LOST and in the shadowed catalog.

9. If items with the location LOST are not found, but their last activity was within the last two years, leave them alone.
10. If items with the location LOST are not found and their last activity was over two years ago, submit the record to cataloging to be removed from NASA GALAXIE and OCLC.
11. Give project statistics to Library Manager.

## **5.0 CIRCULATION STATISTICS**

1. Collect the following statistics from the Collection Maintenance form: patrons created/deleted/changed to retired, holds, recalls, and items lost.
2. In NASA GALAXIE Workflows, click on Finished Reports.
3. Select the report 'hqactiv' which ran the day after the month you are reporting.
4. Click on View and print the report in Wordpad.
5. Report the statistics from both sources in: U:/code\_cf/code\_cfs/Job-2/Library/statforms/cicm.xls
6. Periodically, delete the old hqactiv reports by clicking on the report name and then on Remove.

CO-2

TO: Melvin DeGree  
FROM: CO-2/Library Manager  
SUBJECT: Lost or Missing Library Material

The following book, checked out to you on March 7, 2000, has not been returned and is considered lost:

Wernher Von Braun : the man who sold the moon.  
Dennis Piskiewicz.  
Westport, Conn. : Praeger, 1998.  
Call # TL781.85 .V6 P57 1998  
ID: 31780000255968

The value of this book has been determined to be \$28.95

You may either purchase a copy of the book and give it to the Library or reimburse the Library for the cost of replacing the book by writing a check in the amount of \$31.84 (\$28.95 + 10% processing), made out to NASA.

If you have any questions regarding this, please do not hesitate to contact me at 358-0171.

Andrew Pedrick  
Library Manager

Enclosure.

Report Log for Overdue Notices

Report 'overdue' scheduled as 'hqoverdue'

Generalized overdue notices.

NASAGALAXIE charge selection v98.4 started on Monday, November 1, 1999, 6:20 AM

Charge file will be read sequentially by primary key  
The charge's item key will be written to standard output  
The user key will be written to standard output  
The charge key will be written to standard output  
The charge library will be written to standard output  
The number of overdue notices will be written to standard output  
Charge will be selected if due date is not later than 10/31/1999  
Charges with less than 5 overdue notice(s) will be selected  
Charge will be selected if it is overdue  
62986 charge record(s) considered  
4954 charge record(s) selected.

NASAGALAXIE charge selection finished on Monday, November 1, 1999, 6:20 AM

NASAGALAXIE item selection v98.4 started on Monday, November 1, 1999, 6:20 AM

Item file will be read by primary key from standard input  
String from standard input will be written to standard output  
Item will be selected if library is HQ  
4954 item record(s) considered  
66 item record(s) selected.

NASAGALAXIE item selection finished on Monday, November 1, 1999, 6:20 AM

NASAGALAXIE user selection v98.4 started on Monday, November 1, 1999, 6:20 AM

The user key will be read from standard input  
String from standard input will be written to standard output  
The user name key will be written to standard output  
The user key will be written to standard output  
User will be selected if user's library is HQ  
66 user record(s) considered  
66 user record(s) selected.

NASAGALAXIE user selection finished on Monday, November 1, 1999, 6:20 AM

NASAGALAXIE catalog selection v98.4 started on Monday, November 1, 1999, 6:20 AM

Catalog key will be read from standard input  
The catalog key will be written to standard output  
String from standard input will be written to standard output  
The title key will be written to standard output  
66 catalog record(s) considered  
66 catalog record(s) selected.

NASAGALAXIE catalog selection finished on Monday, November 1, 1999, 6:20 AM

Sort: sorting by LIBRARY, NAME, KEY, NOTICES, TITLE

Duplicate records, based on the sorting keys, will not be printed.

NASAGALAXIE charge notice printing v98.4 started on Monday, November 1, 1999, 6:20 AM

Charge keys will be read from standard input  
Greeting will be printed in the notice.  
Library address will be written to standard output  
5 lines will be skipped before each address  
User addresses will be indented 10 columns  
Number of overdue notices will be incremented by 1  
The date notice sent will be set to current time  
Charges with 0 overdue notice(s) sent  
will use the notice text from /sirsi/Unicorn/Notices/hq1stoverdue  
Charges with 1 overdue notice(s) sent  
will use the notice text from /sirsi/Unicorn/Notices/hq2ndoverdue  
Charges with 2 overdue notice(s) sent  
will use the notice text from /sirsi/Unicorn/Notices/hq3rdoverdue  
Charges with 3 overdue notice(s) sent

will use the notice text from /sirsi/Unicorn/Notices/hqfinaloverdue  
Charges with 4 overdue notice(s) sent

will use the notice text from /sirsi/Unicorn/Notices/hq1stbill

The call number will be written to standard output

The brief author and title will be written to standard output

The charge notice will be written to standard output

66 item(s) printed.

17 user(s) processed.

NASAGALAXIE charge notice printing finished on Monday, November 1, 1999, 6:21  
AM

Monday, November 1, 1999

NASA Headquarters Library  
NASA Headquarters Technical Library  
300 E St., SW 1J20  
Washington, DC  
20546  
202-358-0168  
library@hq.nasa.gov

Barbara S. Akinwole  
NATIONAL RESEARCH COUNCIL, NATIONAL ACADEMY OF SCIENCES  
SPACE STUDIES BOARD, HARRIS BUILDING/HA 584  
2101 CONSTITUTION AVE., NW  
WASHINGTON, DC 20418  
(202) 334-3477  
bakinwol@nas.edu

Dear Barbara S. Akinwole,

"1ST OVERDUE NOTICE"

The following Library materials are overdue.  
Please return them to the Library or renew them.

Please do NOT respond by using your e-mail reply function.  
Instead, address your responses to: Library@hq.nasa.gov or call 202-358-0168.

Thank you.

1 call number: RC1135 .S62 1996 V.3 PT. 1 ID: 31780000217752  
Space biology and medicine / edited by Arnauld E. Nicogossian ... [et  
al.].  
Nicogossian, Arnauld E.  
due: 10/27/1999,23:59

"FIRST MEMO"

The following Library materials are still overdue, even though  
notices were sent to bring this to your attention.



Report Log for Bill report

Report 'overdue' scheduled as 'hqbills'

Who has bills

NASAGALAXIE charge selection v98.4 started on Monday, November 1, 1999, 6:45 AM

Charge file will be read sequentially by primary key  
The charge's item key will be written to standard output  
The user key will be written to standard output  
The charge key will be written to standard output  
The charge library will be written to standard output  
The number of overdue notices will be written to standard output  
Charge will be selected if due date is not later than 10/31/1999  
Charges with more than 4 overdue notice(s) will be selected  
Charge will be selected if it is overdue  
62986 charge record(s) considered  
274 charge record(s) selected.

NASAGALAXIE charge selection finished on Monday, November 1, 1999, 6:45 AM

NASAGALAXIE item selection v98.4 started on Monday, November 1, 1999, 6:45 AM

Item file will be read by primary key from standard input  
String from standard input will be written to standard output  
Item will be selected if library is HQ  
274 item record(s) considered  
21 item record(s) selected.

NASAGALAXIE item selection finished on Monday, November 1, 1999, 6:45 AM

NASAGALAXIE user selection v98.4 started on Monday, November 1, 1999, 6:45 AM

The user key will be read from standard input  
String from standard input will be written to standard output  
The user name key will be written to standard output  
The user key will be written to standard output  
User will be selected if user's library is HQ  
21 user record(s) considered  
21 user record(s) selected.

NASAGALAXIE user selection finished on Monday, November 1, 1999, 6:45 AM

NASAGALAXIE catalog selection v98.4 started on Monday, November 1, 1999, 6:45 AM

Catalog key will be read from standard input  
The catalog key will be written to standard output  
String from standard input will be written to standard output  
The title key will be written to standard output  
21 catalog record(s) considered  
21 catalog record(s) selected.

NASAGALAXIE catalog selection finished on Monday, November 1, 1999, 6:45 AM

Sort: sorting by LIBRARY, NAME, KEY, NOTICES, TITLE

Duplicate records, based on the sorting keys, will not be printed.

NASAGALAXIE charge notice printing v98.4 started on Monday, November 1, 1999, 6:45 AM

Charge keys will be read from standard input  
Library address will be written to standard output  
5 lines will be skipped before each address  
User addresses will be indented 10 columns  
Number of overdue notices will be incremented by 1  
The date notice sent will be set to current time  
Charges with 5 overdue notice(s) sent  
will use the notice text from /sirsi/Unicorn/Notices/hq1stbill  
Charges with 6 overdue notice(s) sent  
will use the notice text from /sirsi/Unicorn/Notices/hq2ndbill  
Charges with more than 6 overdue notice(s) sent  
will use the notice text from /sirsi/Unicorn/Notices/hq3rdbill  
The call number will be written to standard output  
The brief author and title will be written to standard output

