

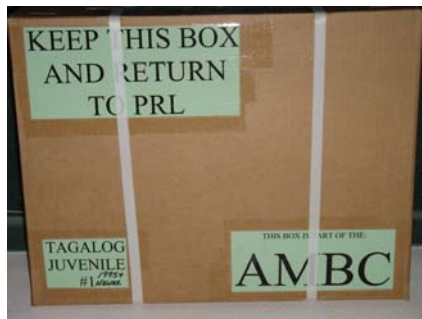
AMBC Circulating Blocks Procedures

(Updated and approved February 10, 2009)

In order to maintain consistency in the appearance and handling of the multilingual book collection, all consortium members are asked to adhere to the following circulation procedures for the AMBC collection.

Block Circulation between PRL Headquarters and Public Library

- You may request as many blocks as you feel are useful at your library. However, PRL reserves the right to limit the number of blocks sent to a library based on supply and demand for that language.
- Blocks are circulated for a 6 month loan period with the possibility of an extension if needed.
- If a particular language is not available at the time of your request, you will be placed on a waiting list for that language and the next available block will be sent to you.
- PRL reserves the right to recall blocks after 6 months in order to fill requests by other libraries.
- Each block contains 25 books of the same language and at the same reading level (adult or juvenile).
- Blocks are identified with their language, reading level, and block number. Some blocks also identify the publication date range of the contents.



- Each box is clearly labeled as part of the AMBC collection. You must keep this box and repack the corresponding block of books into the box for return to PRL.
- Each block will be sent with a green instruction sheet indicating the proper procedures for handling the enclosed material. Please follow these instructions.
- Please gather the complete block contents from your library shelves and patrons before returning the block to PRL. *If you are unable to retrieve outstanding block items from your patrons after several attempts to do so, please return the remainder of the block contents to PRL with a note indicating the missing item numbers and forward those items to PRL individually as soon as you are able.*
- Boxes are strapped before leaving PRL for shipping to your library. It is not necessary to re-strap them when returning the block. Good tape should be sufficient to hold the box lid on for return transit.

Circulation of Individual Block Items at your Library

- Each individual book is labeled as follows:
 1. a spine label designating:
 - the language (a 3 letter code)
 - an 'A' for adult or 'J' for juvenile (older books do not have the Adult designation)
 - the block number (so the book can be returned with its corresponding block)
 2. a multi-lingual sticker at the top of the book spine



3. a pocket and card which is labeled with the language and date added to the collection
 4. the AMBC stamp (stamped below the pocket)
- Items should circulate to patrons the same way you would circulate an interlibrary loan item or an uncatalogued item from your own collection. (Any barcodes you find on these books are inactive.)
 - Please do not add any barcodes or labels directly to the multilingual books. You can slip a card with a temporary barcode (fast add) into the pocket when you circulate the item and remove that card when the book is returned to your library.
 - Please do not remove any of the above mentioned labels or stickers from the books while in your possession.

NOTE: Please remember that multilingual books are not catalogued. Staff at PRL have no way of tracking down specific titles or authors.

If you have any questions about the handling of AMBC books or blocks, please contact Parkland Regional Library headquarters.

Thank you for your cooperation.

Parkland Regional Library
AMBC Collection Manager



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