

P358-1. ROTATING BOOKS

When rotating books arrive write in the year beside your branch's code on each book's rotation schedule as a record of when you received the book. If a date is already written beside your library's code, or your code is crossed out, it means your library has already had the book and it should be put aside and given to the next visitor from HQ. If every library's code is "full" it means the book has been to every library and needs to return to HQ for discard or reassignment.

One day each month, just before the forth Monday, books which need to be rotated should be pulled and bagged. The barcodes of these items should be scanned into an email and sent to the assistant director so the location can be changed to the next library.

On the schedule below find the current month.

Read across until below your library's code to determine which number will rotate.

Look on the spines of your rotating books and pull all those labeled with the correct number. (Some numbers will be on the orange dots and others will be on the label itself.)

Do not pull books more than once a month so that books which are still being checked out will be kept longer. If a book which is due to rotate is in circulation the day books are pulled it should be kept until next year when its number again comes up for rotation.

Schedule:

NUMBER TO ROTATE

**Current
Month**

	PC	BR	CC	VA	HL	OK	HO	SH
JAN	1	7	1	7	1	7	1	7
FEB	2	8	2	8	2	8	2	8
MAR	3	9	3	9	3	9	3	9
APR	4	10	4	10	4	10	4	10
MAY	5	11	5	11	5	11	5	11
JUN	6	12	6	12	6	12	6	12
JUL	7	1	7	1	7	1	7	1
AUG	8	2	8	2	8	2	8	2
SEP	9	3	9	3	9	3	9	3
OCT	10	4	10	4	10	4	10	4
NOV	11	5	11	5	11	5	11	5
DEC	12	6	12	6	12	6	12	6