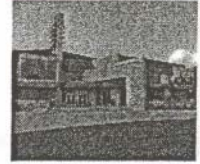


## Managing Circulation Services in Academic Libraries Using a Course Management System

Sandra Johnson  
B. T. Golisano Library  
Roberts Wesleyan College

## Course Management System (*Moodle*)

- First installed in August 2007
- Over the last nine months it has become an important tool in managing Circulation Services



## What is *Moodle*?

- An Open Source Course Management System used to add web technology to courses.
- Free on the web:

(<http://www.moodle.org>)

## Who uses *Moodle*?

- Universities
- Community colleges
- Schools
- Business
- Individual instructors

## Who Created *Moodle*?

- Martin Dougiamas (University of Perth) created it



## Why Did Martin Dougiamas Create *Moodle*?

- Was frustrated with the CMS system at University of Perth
- Original system was designed by engineers rather than educators
- Moodle was designed using Dougiamas' skills in both education and computer science

### Roberts Wesleyan College Uses Moodle to Support Activities of the Circulation Department

- Student Orientation
- Phone Lists and Birthdays
- Student Schedules and Substitute Forms
- Procedures
- Resources
- Policies
- Teaching, Application, and Tests
- Communications

### Moodle Supports Student Orientation

- Training schedules
- Training checklist
- Circulation Training Manual
- Commitment of service
- FERPA form (provided by HR)

*Explain what is expected*

*To be signed and returned to supervisor*

### Moodle Provides Access to Phone Lists and Birthdays

- Instructions on answering the phone
- Phone lists include name, address, and phone numbers of students, staff, and faculty
- Birthdays of students, staff, and faculty



### Moodle Provides Access To Student Schedules and Substitute Forms

- Work Schedules
- Substitute Schedules
- Substitute Request Form



### Moodle Lists Library Procedures

- Circulation desk task list
- Checking items in and out
- General desk procedures
- Opening procedures
- Closing procedures
- Check Handling

### Resources Include

- Circulation manual
- Library services
- Library vocabulary
- Student handbook (to be added Summer 2008)
- LC Order -- tutorial
- Periodicals -- tutorial
- Newspapers -- tutorial
- Reference guidelines
- Remote assistance of the TV



## Cards Include

- RRLC (Rochester Regional Library Council) cards which are issued to faculty and graduate students
- These cards allow them to go to nearby colleges and universities to check out materials

## Policies Include

- Work policies
- Grounds of dismissal

*"The solution to the workforce crisis is NOT money. It's about re-building relationships."*

## Moodle Includes Testing Tools

### Part of Student Training

- Tutorials
- Activities
- Quizzes
  - True/False
  - Multiple Choice
  - Short Answer
  - Matching
  - Essay



## Topics Included in Tests

- LC Order
- Interlibrary Loan
- Holds
- Reserves
- Community borrower cards
- RRLC (Rochester Regional Council) cards
- Access card holders (patron from another library with RRLC card)
- Review Tests (combine test questions to make another test)

## Blog is included in Moodle

- The Blog is from Google ([www.blogger.com](http://www.blogger.com))
- Means of facilitating communication between our students, staff, and faculty
- Put on concerns or information to inform each other of events
- Student workers, staff, or faculty can post a comment to the Blog
- Can respond to a post if it is incorrect or as a means of encouragement

## Bibliography



- Picture of B.T. Golisano Library  
[http://www.passero.com/PP\\_RWCGolisano.pdf](http://www.passero.com/PP_RWCGolisano.pdf)
- Picture of Martin Dougiamas  
[http://en.wikipedia.org/wiki/Martin\\_Dougiamas](http://en.wikipedia.org/wiki/Martin_Dougiamas)
- Jason Cole and Helen Foster  
"Using Moodle – Teaching with the Popular Open Source Course Management System"  
Published by O'Reilly, November 2007  
[http://docs.moodle.org/en/Using\\_Moodle\\_book](http://docs.moodle.org/en/Using_Moodle_book)  
<http://usingmoodle.blogspot.com/>
- Picture of Jason Cole  
<http://usingmoodle.blogspot.com/>

## Bibliography

- **Picture of calendar**  
[http://www.clipartheaven.com/show/clipart/business\\_&\\_office/supplies\\_&\\_equipment/desk\\_calendar\\_1-qif.html](http://www.clipartheaven.com/show/clipart/business_&_office/supplies_&_equipment/desk_calendar_1-qif.html)
- **Picture of newspaper**  
[http://www.clipartheaven.com/show/clipart/technology\\_&\\_communication/print\\_media/newspaper\\_3-qif.html](http://www.clipartheaven.com/show/clipart/technology_&_communication/print_media/newspaper_3-qif.html)
- **Picture of test**  
[http://images.google.com/imgres?imgurl=http://img.s.xkcd.com/comics/turin\\_q\\_test.png&imgrefurl=http://xkcd.com/329/&h=394&w=320&sz=22&hl=en&start=7&ibid=7Gb8vLsqO1j8M.&ibnh=124&ibnw=101&prev=/images%3Fq%3Dtest%26gbv%3D2%26ndsp%3D20%26hl%3Den%26sa%3DN](http://images.google.com/imgres?imgurl=http://img.s.xkcd.com/comics/turin_q_test.png&imgrefurl=http://xkcd.com/329/&h=394&w=320&sz=22&hl=en&start=7&ibid=7Gb8vLsqO1j8M.&ibnh=124&ibnw=101&prev=/images%3Fq%3Dtest%26gbv%3D2%26ndsp%3D20%26hl%3Den%26sa%3DN)
- **Work Policy Saying**  
<http://images.google.com/imgres?imgurl=http://www.sambittman.com/images/staff.jpg&imgrefurl=http://www.sambittman.com/staff.html&h=298&w=196&sz=13&hl=en&start=20&ibid=1Vy6plpB5laq7M.&ibnh=116&ibnw=76&prev=/images%3Fq%3Dwork%26policies%26gbv%3D2%26ndsp%3D20%26hl%3Den%26sa%3DN>