Refining a Hybrid Record Keeping System for the Rae Lee Siporin Library

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History of the Library

The Rae Lee Siporin Library was founded in 2006 and named after the founder of the LGBT Campus Resource Center at UCLA. It is one of the largest libraries of its kind at a university in the United States. The library provides a necessary space for students, faculty and staff to access LGBT books, periodicals and DVDs as well as a quiet space for study and work.

Current Record Keeping Challenges

◊   Checkout records are kept on paper and electronically in multiple systems that do not network.

◊   There is no system for displaying whether or not a book is checked out on the UCLA catalog.

◊   There is only one employee who knows how to manage the catalog records, and this employee changes regularly.

Why do they use paper?

At the Rae Lee Siporin Library, the value of paper is linked to the value of confidentiality. The paper check out slips are used to keep the identity of the library user confidential. Therefore, recommendations for a hybrid paper + electronic recordkeeping system must support the anonymity of users who check out library materials.

Recommendations for a More Efficient Hybrid (Paper + Electronic) Record Keeping System

Create a dummy account for all users to check out books via Voyager, which will then display whether or not books in the catalog are currently available.

Use an index card system for the periodicals and DVDs, where borrowers write down the date they are removing the item from the library and not any personal information.

Cross-train at least one staff member in these procedures and the catalog database to help with knowledge transfer.

Decrease the amount of unnecessary electronic records by using general email reminders for checked out items and deleting unused records following a simple criteria.