

SUBJECT:  Replacement of Missing, Lost and Damaged Books	POLICY NO. 1.016	PAGE NO. 1 of 2
	Approved by Coordinators Council: 11-09-05	
	Approved by Library Governance Group: 2/02/06	

I. Missing Books/Items

A. Books or items that cannot be found on the shelf by patrons.

1. Books or items that cannot be found on the shelf by patrons will be searched by a staff member of Access Services within 24 hours.
2. If found, the patron will be notified.
3. If not found, the status in Voyager record will be changed to **missing**.
4. The missing book or item will then be searched every two weeks for six weeks. If not found after third search, status in Voyager record will be changed to **lost**.
5. Information will be transmitted immediately to the Acquisitions unit for purchase if possible.

II. Lost Books/Items

A. Books or Items declared lost by patrons.

1. Status in Voyager record will be changed to **lost**.
2. Fines will cease accruing on date that patron declares book or item lost.
3. Books that are five years or older should be reported to the Acquisitions/Collection Development Librarian so he/she can check for price and availability before any further action is taken.
4. If price cannot immediately be ascertained, information will be forwarded to the patron as soon as it becomes available.

B. Books/Items declared lost by Voyager System.

1. Twice yearly, on or about February 1 (to cover the previous Summer Sessions and Fall Semester) and on or about August 1 (to cover the previous Spring Semester), the Network Administrator will provide a list of books/items declared lost by the Voyager system.
2. Books/Items will be searched every two weeks for six weeks, and those not found after the third search will be submitted to the Acquisitions unit for action.
3. This list will then be sent to all library liaisons, who will review the list, decide which books they feel should be ordered, and which should not be ordered. The library liaisons will be given a two-week period to do this. The list, marked accordingly, will be forwarded to the Acquisitions/Collection Development librarian.
4. Once Acquisitions determines the course of action, Access Services will secure the patron record and forward the title(s) to Cataloging.

III. Replacement of Lost Books/Items

- A. When a book/item cannot be found and is declared lost, Acquisitions will search for the replacement cost of the book/item; and if either the liaison or Acquisitions feels it should be

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replaced, it will be replaced depending on cost/availability.

- B. If a book or item is declared lost by a patron, upon notification by Access Services, Acquisitions will search for the replacement cost and notify Access Services, who in turn will notify the patron. If the patron cannot supply the book, the liaisons will be notified. If either the liaisons or Acquisitions librarian feel it should be replaced, it will be replaced depending on cost/availability.
- C. After Access Services has searched thoroughly for those books/items declared lost by the Voyager System, Access Services will give Acquisitions the list of those books/items not found, and Acquisitions will search for the replacement cost and forward the list to the liaisons (see II.B.3.).

**IV. Replacement of Damaged Books**

- A. Cataloging will forward to Acquisitions those books that are heavily used and damaged for decision as to withdraw, rebind, or replace.
  - 1. Whenever possible Acquisitions will send to the bindery those books that can be rebound and returned to the shelves.
  - 2. In other instances, when books are too severely damaged, but are important to the collection, Acquisitions will replace them if at all possible with the same title but newer edition or with an imprint of the same subject matter.
  - 3. Those books/items that are of reduced significance due to form, age, or subject matter, as well as those books/items that contain obsolete information and those that are inappropriate for our curriculum will be withdrawn.