

Replacement Procedures – Media Materials

Library materials can be replaced when lost, missing, worn, mutilated, or defective. For media materials It is the responsibility of both the appropriate subject specialist and the media librarian to decide whether to replace such materials and in what form. The criteria for replacement of media materials is essentially the same as for other types of materials and includes:

1. Demand
2. Significance of the item
3. Accuracy and currency of the content
4. Number of copies available in the collection
5. Coverage of the subject in the existing collection
6. Availability
7. Cost (Those over \$200 need the Head of Collection Development's signature to be approved)

Process

1. Materials will be identified by Performing Arts and Media staff. If repairs of an item are needed and may be performed economically, those repairs will be made by the Performing Arts and Media Department.
2. Performing Arts and Media Staff will identify the materials with the appropriate status codes (status codes, 4, \$, n, z). The Performing Arts and Media Librarian will forward print-outs for questionable items to the appropriate selector from the "Selectors by LC Classification" list with additional information regarding the collection or title as necessary.
3. Using the "Damaged/Lost Item Disposition Decision Form," the selector will select and rank the acceptable replacement options. If specific items are requested in lieu of the original title, copies of information for the desired materials should made.
4. The selector will return the form to the Performing Arts and Media Librarian who will identify and confirm the availability of replacement materials, place appropriate processing notes in the record, and forward the information to the Acquisitions unit.
5. When necessary, the subject specialist will be contacted for further processing information.