

Replacement Procedures

Library materials can be replaced when lost, missing, worn, mutilated, or defective. It is the responsibility of the appropriate subject specialist to decide whether to replace such materials and in what form. Subject specialists and acquisitions staff will use the following criteria to make replacement decisions:

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)

Lost and Missing Materials

1. Lost items are identified through the regular search process
2. After one year of searching, Mullins Circulation Department or Branch Library staff will add codes for lost and missing items in the item record (status codes, 4, \$, n, z) and will forward print-outs to the appropriate selector from the "Selectors by LC Classification" list. In call number areas in which there are multiple specialists, the slips will go to the primary specialist who will then distribute the slips to the appropriate selectors.
3. Using the "Damaged/Lost Item Disposition Decision Form," the selector will select and rank **all** acceptable replacement options.
4. The selector will return the form to the Monographs Acquisitions unit. She will sort the records to indicate that a decision has been made and forward the forms with the item information to the appropriate department (Acquisitions, Serials, Cataloging).
If the item is to be replaced with a print item, Acquisitions or Serials will place an order. If a suitable print copy is not available, Acquisitions will forward the form and information to the Binding or Cataloging Departments for further processing.
5. When necessary, the subject specialist will be contacted for further processing information

Damaged Materials

1. Damaged materials will be identified by Circulation desk personnel and set aside according to appropriate procedures. The stacks manager will forward the paperwork to the Binding Department to identify those items which can easily be rebound or repaired.
2. In MAIN collections –
Items which may not be candidates for repair or rebinding will be separated
Binding Department Staff will take them to the appropriate selector for a decision
3. Selectors will review the materials. At this point, they may determine the item can be boxed (phase box) and return the item immediately to the Binding Department. Or they may indicate another conclusion using the "Replacement/Withdrawal Decision Form," to select and rank **all** acceptable replacement or repair options and place the complete form in the book.
4. The Binding Department will forward replacement requests (with the book) to Acquisitions or Serials and withdrawal requests to Cataloging or Serials. The Binding Department will process those items which are to be retained.
5. When necessary, the subject specialist will be contacted for further processing information.