Angelo State University Library
Library Procedure

LP #1: **Replacement Decision Process for Lost Library Materials**

DATE: 20 November 2013

PURPOSE: This procedure ensures the proper steps are taken to determine that lost library materials are withdrawn, suppressed, and/or replaced in a timely fashion. This procedure is applicable to all borrowers except for Interlibrary Loan.

REVIEW: This LP will be reviewed by May of even-numbered years by the Library's Collection Development Team.

I. The Library's current automation system declares an item lost 100 days after the original due date. At that point a replacement price must be entered into the system. See also PPM # 4 "Circulation" for a complete explanation of the costs and fees charged to a user for a lost item.

II. Circulation will produce a list of items declared lost ("Lost Items List") three times a year: one month after the end of the fall semester, one month after the end of the spring semester, and one month after the end of the second summer term. The finished list will be sent to the designated member of the Collection Development Team.

III The designated member of the Collection Development Team, in consultation with other members, will review the file and make recommendations for withdrawals, suppressions, and/or replacements (including replacement by newer edition or new title).

IV. The file is then sent on to the designated members of Technical Services for processing of withdrawals and suppressions, and research and/or ordering of replacement items.

V. Items eligible for refund will not be included on the Lost Items List.