

Angelo State University Library
Policy and Procedure Memorandum
LP #1: Replacement Decision Process for Lost Library Materials

LAST DATE OF REVIEW

20 November 2013

SCHEDULE FOR REVIEW

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

DIRECTOR'S NOTE

13 September 2020

- During the COVID-19 pandemic, PPMs and LPs may be **temporarily amended** to balance public health considerations with the library's service and operation responsibilities. Any amendment of this nature in no way supersedes the traditional collaboration between the library and the University Library Committee for regular scrutiny of governing documents.
- Any concerns or questions regarding this LP's content – traditional or temporary – should be sent to Chris Matz chris.matz@angelo.edu

This procedure ensures the proper steps are taken to determine that lost library materials are withdrawn, suppressed, and/or replaced in a timely fashion.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.

1. 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.
2. 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.
3. 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).
4. The file is then sent on to the designated members of the Cataloging and Acquisitions departments for processing of withdrawals and suppressions, and research and/or ordering of replacement items.
5. Items eligible for refund will not be included on the Lost Items List.