

Lost/Missing Item Replacement

Materials may be designated lost or missing in the library catalog for several reasons. Items that are long overdue (over 38 days) go into the LOST category for up to three years; after three years the system automatically declares the item MISSING. If a user loses an item and pays for it, the item is declared MISSING. If a user cannot find an item on the shelf and asks that it be searched, the circulation status is UTSRCH, although the catalog record designation is LOST for the item. Materials are searched once a month or more frequently when first requested, and then a few more times before being declared MISSING. Items can also receive a circulation status of UTSRCH if they had the designation "new/available soon" or "in transit" for several months.

Because lost and missing materials represent sought-after items in the collection, it is in the best interest of UT library users for Subject Librarians to review titles in these categories and purchase additional copies to restore access. The REPLacement firm order fund may be used for such additions. Review of lost and missing materials occurs regularly and soon after they are identified. If the Subject Librarian decides that another copy is not needed, the item record is eventually removed from the catalog. If the library has no copies of an item, the bibliographic record is eventually deleted. However, if lost and missing items are returned, linking the item to an existing catalog bibliographic record is more desirable than re-cataloging. Thus, deletion of a bibliographic record from the catalog has is handled from 12 to 18 months after an item is declared lost or missing.

The following procedures offer speedy review of items designated LOST and MISSING in the online catalog, and removal of records after a reasonable period of time. Collection Development & Management provides monthly reports to Subject Librarians. Subject Librarians are notified only once that an item is lost or missing. The report alerts the Subject Librarian to order an additional copy of an item if it is needed for the collection. Technical Services deletes item and/or bibliographic records on a monthly basis, with a lag time of 12 to 18 months. If at least one copy is available, only the item record is deleted. If no copies are available, the entire bibliographic record is deleted.

Each month:

Access & Delivery Services sends copies of Lost/Paid bibliographic records to CDM.

CDM runs report for LOST, LOST RECALL and UTSRCH categories.

Subject Librarians make REPL decisions.

Technical Services runs report of items with MISSING status for one month from one year ago and deletes item or bibliographic records from the catalog. [Example: Records dated 8/1/01-8/31/01 were identified and deleted in 9/02].

Technical Services runs report of items with UTSRCH status for one month, 18 months ago, and deletes item or bibliographic records from the catalog. [Example: Records searched 2/1/01 – 2/28/01 were reported and deleted in 9/02.]

Procedures updated September 2002