

Damaged Materials Discussions in Minutes

"The form is working fine, and managers are using it for a lot of different purposes. The managers propose that damage materials be sent back to the owning library and that each library will decide if they want to fill out a damage material form." – Managers' Meeting, 01.22.03, BI

"Managers agreed to retain books damaged by customers for six months. If books are considered hazardous, take photos and dispose of item." – Managers' Meeting, 01.27.10, BI

"IT runs [a damaged items list] every Thursday, and gives it to Cheryl. Cheryl is rarely asked about it, but is happy to help anyone that needs information. Usually clerks follow proper procedure and run an item inquiry on material before placing it on their damaged book shelf. Cheryl's damaged list is a backup procedure that allows her to locate the damaged item if given an item number and date. *Damaged items should be kept for 6 months unless the item is toxic. If toxic, some libraries take a picture of it before discarding so they have some documentation of the damage. Only the owning library should code an item damaged.*" – Circulation Forum, 05.05.10, RE

"Reminder to clerks NOT to Temp Loan, Withdraw, code Damaged or place another library's materials on one's own *Damaged* shelf. In the event that a customer brings in and pays for a damaged book at a library that is not the owning library, some clerks send an inquiry slip with a note to the owning library as a courtesy. This will allow the owning library the opportunity to decide whether to re-order the item or not." – Circulation Forum, 02.08.12, DC

Missing Materials

When parts are missing from materials returned to a non-owning library, the case is kept for a period not to exceed 7 days while the library attempts to contact the customer and retrieve the missing part.

The case is returned to the owning library at the end of that period.

The item is not checked in unless and until all discs or printed materials are returned.

Materials Services Collection Management and Maintenance Manual

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Where to send Withdrawals

After an item has been properly withdrawn through the computer, send it either to the DN Basement or the Friends' Booksale:

Send to DN/Basement, using the green routing slip:

- Everything that is in good to excellent condition should be routed to DN Basement after it has been withdrawn.
- Materials related to OK or Native Americans should be sent to DN/Basement, regardless of condition.
- Last copies of titles in good condition.

Send to Friends Booksale, using the bright pink (fuchsia or rose) routing slip for withdrawals:

- Anything that does not fall into one of the above categories, for example- Materials in poor condition or seriously damaged (including water, chewed on, torn, broken spine, etc.)
- Worn or yellowed mass market paperbacks.
- Withdrawn periodicals.
- Superseded volumes (i.e., directories).
- AV materials that have circulated in excess of 100 times or are 10 years old or older.
- AV material that is obviously damaged, i.e., case is broken, CD is scratched, cases or CDs are warped, tape is broken.

RFID Tags

If sending withdrawn material to the MSL Basement area, do not remove or disable the RFID tags. If we reassign the material, the RFID tag can be updated to show the new library information. If we send it to the Friends we will remove or disable the tags.

If you are sending withdrawn material to the Friends Booksale, please remove or disable the RFID tag. To disable, just run an exacto knife through the tag to break the circuits.