# MOBIUS

Linking Missouri's Academic Libraries

MOBIUS ACCESS ADVISORY COMMITTEE

MOBIUS LOST BOOK POLICY-DRAFT 11/1/00

## Chairperson: Judy Fox, Washington University

### MOBIUS LOST BOOK POLICY-DRAFT 11/1/00

The policy outlined below is to be followed if a patron loses or fails to return a book borrowed from a MOBIUS library other than the patron's home library. A lost book is defined as a book which has been received by the borrowing library but not returned. Books with a status of In Transit or Returned Too Long or which have broken links will not be considered lost. The patron's home library is responsible for collecting any fees and reimbursing the lending library for lost or damaged materials.

1. Patrons will receive 2 overdue notices and a bill for materials borrowed through the InnReach system which are not returned to the lending library. The first notice will be produced when the book is 5 days overdue and the second notice will be produced when the book is 30 days overdue. A bill for will be produced when the book is 45 days overdue.

2. The lost book fee is $100 plus a billing/processing fee of $20. The billing/processing fee is non-refundable after the bill is produced (45 days overdue) even if the book is returned.

3. The borrowing library may contact the lending library to negotiate for a replacement or a lower lost book fee. It is at the discretion of the lending library whether they want to negotiate. Any special negotiations between libraries should not be part of the annual reconciliation process described below.

4. Borrowing libraries may issue refunds for materials which have been billed and paid and then returned before the reconciliation has taken place. In this case, the borrowing library can keep the $20 non-refundable billing/processing fee.

5. Borrowing libraries should block patrons who have been billed (books are 45 days overdue). This blocking should be done monthly as part of the processing of the institutional overdues reports. Borrowing libraries may block patrons earlier if they so choose. The blocking process is not automatic--a manual block must be entered. A MOBIUS BLOCK code will be defined for all clusters.

6. Reconciliation between libraries will occur each August for billed materials which were due before June 30 of the previous year (e.g. reconciliation in August, 2001 will cover materials due July, 1999-June, 2000).

7. A centralized system of reconciliation will be developed so libraries will reimburse each other based on net losses.

8. This policy will be reviewed by the MOBIUS Access Advisory Committee two years after it has been adopted or earlier if requested by the MOBIUS Executive Committee.

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## TEXT FOR NOTICES AND BILLS

**First Overdue (5 days after due date)**

*Current*
The item(s) on this notice are overdue. Please return to your home library or the lending library. Fines may accrue if the items are not returned promptly.

*Proposed*
The item(s) on this notice are overdue. Please return to your home library or the lending library. A bill of $120 per item will be sent if the items are not returned promptly.

**Second Overdue (30 day after due date)**

*Current*
No second notice is being produced at this time.

*Proposed*
The item(s) on this notice are overdue. If item(s) are not returned within 10 days you will be billed a $100 lost book fee plus a $20 non-refundable processing fee for each item.

**Bill**

*Current*
This bill is for late return or non-return of library materials. Please pay this amount or return the times to reduce/remove the charges. For questions, please call the library listed on the return address.

*Proposed*
This bill is for late return or non-return of library materials. You will be blocked from further borrowing until you pay this amount or return the items.

| Title | |
|---|---|
| Lost Book Fee | $100 |
| Non-refundable processing fee | $20 |