MOBIUS

Linking Missouri's Academic Libraries

MOBIUS ACCESS ADVISORY COMMITTEE

MOBIUS LOST BOOK POLICY-DRAFT 1/24/01

Chairperson: Judy Fox, Washington University

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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. Borrowing libraries agree to vigorously pursue getting materials back from their patrons.

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 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 fee can be waived by the borrowing library if the book is returned. If the book is not returned, the lost book fee and $20 processing fee will go to the lending library.

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 may keep or waive the $20 billing 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 (m) will be used by 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 system of reconciliation should be investigated so libraries may 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.

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 processing fee for each item and your library privileges will be suspended.

Bill

Current
This bill is for late return or non-return of library materials. Please pay this amount or return the items 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. Your library privileges will be suspended until you pay this amount or return the items.

Title	
Lost Book Fee	$100
Processing fee	$20

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