**REPLACEMENT & WITHDRAWAL PROCEDURES - ACQUISITIONS**

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**1. What is a Replacement?**

For Acquisitions, a **replacement** is anything that replaces a missing, lost and paid, or damaged item or outdated formats such as VHS, audiocassette, LP etc.

There are two different kinds of replacements:

**a) Same content, same or similar format =Essentially same bibliographic work**

The title, author, and content are essentially the same.

Examples:

* Exactly the same as the missing/damaged item
* Different edition
* Reprint
* Different publisher but essentially the same content
* Comparable format : paperback/hardback, audiocassette/CD, VHS/DVD

These will qualify for purchase with **replacement (70) funds.**

**b) Similar content**

The Content is similar but the work is not connected to the missing/damaged title, or

the format is entirely different from that of the missing/damaged item (e.g. book and movie version of the same work).

These will not qualify for purchase with replacement funds. These can be purchased with appropriate **departmental or Library General (72) funds**. However, these are still replacements because something is being withdrawn or suppressed (lost & paid).

**2. Replacement/Withdrawal Procedures**

**2 a) Replacement from Millennium Missing Replace/Withdraw Report**

Step 1. Searching

**Circulation** conducts searches for each missing item 4 times and edits the code 2 field in the item record to indicate how many searches have been conducted. After the first search, the code 2 value is updated to “1”, then “2”, “3” and finally “4”, with 1 week between each search. Value “4” means the item has been searched exhaustively and it is time for the subject librarian or the collection development librarian to make a replacement or withdraw decision.

Step 2. Report

**Once a year or as needed, Collection Development** runs a Millennium report of all titles with value “4” (“Replace/withdraw”) in Code 2 field of the item record. The report is divided according to call no. and subject areas and forwarded to subject librarians.

Step 3. Decision

**Subject librarians** replace or withdraw the missing items. Requests are submitted for items to be replaced. Items to be withdrawn are indicated on the missing item list, which is returned to Collection Development. Collection Development forwards the lists of items to withdraw to the appropriate Cataloging and Metadata Services unit, in most cases DMS. Collection Development will alert Cataloging when they are getting ready to run a new report so that any pending withdrawals can be completed prior to report generation.

**2 b) Replacement from Millennium Lost & Paid Report**

Step 1.

When an item is lost and paid by patron, Circulation staff mark it “lost” in Millennium, which changes the catalog item status to “Lost & Paid”. If a patron pays for a lost item in kind, Circulation sends the item with a printout of the lost item’s catalog record to Collection Development. Collection Development takes the item to the appropriate Cataloging unit, which catalogs the item and withdraws the lost item.

Step 2. Lost & Paid Report

Once a year or as needed, Collection Development runs a Millennium report of all titles with status $ (Lost and Paid) in the item record that are not suppressed. The report is divided according to call no. and subject areas and forwarded to subject librarians. They review their list(s) and order replacements as necessary. Items not replaced are marked on the list to be withdrawn. When complete, the list is returned to Collection Development, which forwards the list to DMS. All lost and paid items, whether replaced or not, will keep “Lost and Paid” status but will be suppressed. They are not to be withdrawn.

**2 c) Ad-hoc or immediate replacement requests**

Library staff should contact Collection Development to request urgently needed materials outside of the report process. Item status and/or item code 2 value will determine whether the items are replacements or add copies:

* **Missing + item code 2 value 1, 2, 3** -- Requested items are purchased with dept. or Lib. General 72 funds. These are considered **add copies**.
* **Missing + item code 2 value 4** -- The request can be put forward as a replacement request (fund 70).
* **Billed** = 2nd overdue notice has been sent. If a replacement is needed before Circ will change the status to MISSING, it can be added as an **add copy** with department or Library General (72) funds.
* **Clms Retd** – These go to the search list and will eventually advance to MISSING with “4” as the item code 2 value. If a replacement is needed sooner, it can be added as an **add copy** with department or Library General (72) funds. The status remains Clms Retd. Circulation decides whether the item is withdrawn or suppressed. If Circulation approves withdrawal, Cataloging changes item status to WITHDRAWN.

**2 d) Damaged Materials**

The action for damaged materials varies based on the condition of the damaged item:

**i. Minor damage** (etc. torn pages, weak spines)

Circulation changes item status to “In Bindery Prep” and takes to bindery for repair.

If item was returned wet, set out to dry.

**ii. Obviously unusable** (moldy, beyond repair, etc.)

Discard immediately, email record information to Collection Development and the appropriate Cataloging Unit, which will withdraw. Collection Development will evaluate need for replacement.

**iii.** **Damaged but usable** (e.g. old water damage)

Note damage in note field in item record but keep item circulating.

**iv. Missing Parts.**

Change item status to “Part Missing.” Note missing parts in item message note. Forward materials to Collection Development for the replace/withdraw decision. If material is still usable, the CD Librarian will add a note to the item record and return it to be put back on the shelf.

**v. Other**

Forward materials to Collection Development for the replace/withdraw decision.

**2 e) Outdated Formats**

Keep in stacks until replacement arrives. The appropriate Cataloging unit pulls outdated item based on notes in the item record. In case of high-demand items, consult with the Collection Development Librarian on whether to keep the outdated format on the shelf.

3. **Decision for Replacement or Withdrawal**

a) Verify reported status in catalog, and decide on replacement or withdrawal using professional judgment based on selection criteria in the collection development policy.

b) Check Millennium for information helpful for replacement decisions: circulation data, if the item is on order or pending order, has multiple copies, versions, volumes, different editions, other manifestations, if the item has become available.

**4. Process for Requesting Replacements**

Subject librarian selects replacement title.

If item is missing and item code 2 is “4” or if replacing a damaged item or an outdated format

* Submit request via Library-Replacements (code 70)
* Note the bib record number of the title being replaced.
* If an exact replacement is critical, note it on the request.
* Collection Development puts “x” (replacement) in Raction field of the order record to alert Receiving

If item is missing and item code 2 is “1”, “2”, or “3”,

* Request as an “add copy”
* Nothing is withdrawn at this point
* No “x” in Raction field in order record
* Forward your request to the appropriate department’s librarian or to Library General.

If you replace a title with **limited availability** (exact edition or other), make sure you write “time sensitive” on request.

If only **used** copies are available, indicate what condition (VG to Fine to VF) you will accept. Good is only acceptable if the book must be replaced and nothing better is available. Indicate an acceptable price range.

**5. Process for Receiving Replacements**

Receiving adds a green flag when the Raction field in the order record has an “x”.

Copy bib # to be replaced into a note in the item record.

Replacements will be routed to appropriate units:

* Books to DMS
* Non-Books to Non-Books
* Music Library Materials to Music
* Special Collections Materials to Special Collections
* Serials to Serials

Note is added into item record if Non Books needs to pull the outdated format off the shelf, e.g. DVD Replacement for VHS.