Procedure for Replacement Books

Situations where a book is replaced:

1. Patron has charged out and lost or totally trashed a book. He brings in a replacement book.
   - Book is charged to LOST/REPL or LOST/PAID and patron pays processing fee.
   - Book is barcoded and the copy is added as a copy 2.
   - Book is marked, and sent for shelving per usual procedure

2. Patron has charged out and lost or totally trashed a book. The book is still in print, and ACQ orders an exact copy of this book as a replacement.
   - Book is discharged from LOST/REPL and charged to LOST/PAID as soon as patron pays cost plus processing fee.
   - Book is received from vendor by ACQ
   - Book is barcoded, and added as a copy 2
   - Book is marked, and sent to library per usual procedure.

3. Patron has charged out and lost or totally trashed a book. The book is not still in print, and ACQ orders a newer edition of this book as a replacement.
   - Book is discharged from LOST/REPL and charged to LOST/PAID as soon as patron pays cost (or average monograph charge) plus processing fee
   - Book is withdrawn from the IRIS record (using BATCHWITH)
   - Book is received from vendor by ACQ
   - Book is cataloged
   - Book is marked, and sent to library per usual procedure.

4. Collection Management finds a book that is moldy or damaged beyond repair during shelf reading/shelving or disaster recovery process. The book is charged to CS-ALEX or CS-LSM and sent to the appropriate hub.
   - Book is charged to BATCHWITH.
   - A staff note is entered stating that the book is damaged.
   - Book is referred to Selector. Selector decides to replace it with the same edition.
   - When book is received by ACQ, book is marked and sent to library per usual procedure

5. Collection Management finds a book that is moldy or damaged beyond repair. The book is charged to CS-ALEX or CS-LSM and sent to the appropriate hub.
   - Book is withdrawn from the IRIS record (using BATCHWITH)
   - A staff note is entered stating that the book is damaged.
   - Book is referred to Selector. Selector decides to replace it with newer edition.
   - Book is received from vendor by ACQ
   - Book is cataloged
   - Book is marked, and sent to library per usual procedure.