Collection Management Group  
Stolen Book Procedures

When a staff member finds either a loose barcode unattached to a book, or a book cover without a text block it is likely that material was stolen from the library. This can also extend to other types of materials in our collections. Depending on the circumstances the Collection Management Group member at a unit should use the following steps.

If you find an unattached barcode:

1. In Workflows click on the ITEM SEARCH & DISPLAY function.
2. Make sure that the “Index line” is set to search for an “Item Barcode.”
3. Scan or enter the barcode on the “search for” line.
4. The title, call number and collection where the book should be located will appear on the screen. Either print the record or write both the information down on a piece of paper.
5. Once the correct item has been identified check the stacks to see if the book is on the shelf. If the book is not in its proper place, conduct a search in the immediate and adjoining areas to make sure that it has not been shelved incorrectly.
6. If the book is found, bring it downstairs and a new barcode should be assigned to it.
7. If the book cannot be found, go to Workflows and charge the barcode out to your library’s Missing user and perform the next two steps.
8. Notify the selector responsible for that subject that this book was likely stolen. The selector will decide to either replace the book or have it withdrawn from the collection. The selector should inform DTS of their decision and what record work needs to be completed for this book.
9. Add a note to the book’s CIRCNOTE field with the following information: “Item was likely stolen. Selector and DTS notified.” Initial and date the note.

Book cover found without a text block:

1. In this instance a book cover may contain a call number, title or even an attached barcode, but all of the pages of the book have been removed. You should try to search for the book by the most exact means available. Perform searches in Workflows in the following order if the information is available: by Item Barcode, Call Number and finally Title.
2. If you can find the exact copy that is missing by using the Item Barcode search, proceed to step 5.

3. If the cover does not contain a barcode, you will need to determine the exact copy that is associated with the cover. Perform a call number search. If you have only one book on the item record for that call number in your library, proceed to step 5. If there is more than one copy indicated on the item record you will need to verify the other copies before proceeding.

4. If you only have a title, perform a title search. If you cannot determine the exact record that you need to verify, contact your Collection Management coordinator for assistance. If you can find the appropriate record, you may need to verify your holdings as with the previous step.

5. The title, call number and collection where the book should be located will appear on the screen. Either print the record or write both the information down on a piece of paper.

6. Once the correct item has been identified check the stacks to see if the book is on the shelf. If the book is not in its proper place, conduct a search in the immediate and adjoining areas to make sure that it has not been shelved incorrectly.

7. If the book is found, bring it downstairs and send both the text block and cover to the Preservation department for repair using the appropriate procedures.

8. If the book cannot be found, go to Workflows and charge the barcode out to your library’s Missing user and proceed with the last three steps.

9. Notify the selector responsible for that subject that this book was likely stolen. The selector will decide to either replace the book or have it withdrawn from the collection. The selector should inform DTS of their decision and what record work which needs to be completed.

10. Add a note to the book’s CIRCNOTE field with the following information: “Item was likely stolen. Selector and DTS notified.” Initial and date the note.

11. Send the loose covers to the Preservation department with a note stating that the covers can be used for materials. The Preservation department will use the covers to repair other library books that may have missing or damaged covers.