

QUT Library Collection Development Manual

4. Collection Management

4.8. Missing Items

Identification block

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Contact Officer	Associate Director, Library Services (Information Resources)
Approval Authority	Library Management Group
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Policy statement

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4.8. Missing Items

1. Purpose and scope

The purpose of this policy is to ensure the identification and maintenance of accurate catalogue records.

It is also intended to provide a mechanism to facilitate the withdrawal from the catalogue, and replacement of items identified as missing after 6 months of their status on the Library Management System changing from “available” to “missing”.

Status on the Library Management System is a temporary condition. If an item identified as “missing” circulates, the status automatically reverts to “available”.

2. Application

This policy applies to the following categories of items

- Monographs
- For Loan periodicals

In relation to the above categories, it is specifically applicable to:

- Items that have been lost and paid for during the intervening period since the last Millennium report.
- Items that have been reported as missing during the course of normal Lending activities. The shelves must have been checked at least twice since the initial report.

A list of missing items, that have had the status of “missing” for the past six months is then created each month by the Lending Services Coordinator or delegate, and a final shelf check done by the branch Lending staff.

Those items still identified as missing after the second and final check six months after Library staff have changed the status to “missing”, are updated in Millennium by Branch lending staff to a status of “withdrawn”. The list of withdrawn items is forwarded to the relevant Branch Library Managers for consideration for replacement.

This policy does not apply to items identified as missing in the stocktake process. Such items are dealt with under the procedures outlined in the [Stocktake Policy](#).

3. Guidelines

Reports of missing items are generated at the beginning of each month by the Lending Services Coordinator or delegate, and distributed to the branches for shelf-checking. Those items which are found are returned on the Library system, and branch staff then update the status of the remainder to “withdrawn”.

Branch Library Managers are responsible for reviewing these lists and ensure decisions are made on which items should be reordered.. Lists of items to be reordered are forwarded to Branch reference staff for action.

All items marked withdrawn, including those to be reordered are removed from the Library system by Library Resource Services staff at designated intervals.

Modification history

Date	Sections	Source	Details
27 th July 2006	All sections	Lending Services Coordinator via IRMG	Items reported missing are rechecked after 6 months and withdrawn if still missing. They may be reordered.
