

QUT Library Collection Development Manual

4. Collection Management

4.8. Missing Items

Identification block

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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 12 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” or “lost and paid” for the past twelve months is then created each month by each branch Library Services Manager or delegate, and a final shelf check done by the branch Lending staff.

Items still identified as missing or lost and paid twelve months after Library staff have changed the status to “missing” or “lost and paid”, are updated in Millennium by Branch lending staff to a status of “withdrawn”. The list of withdrawn items is forwarded to the relevant Branch Library Managers for consideration for replacement.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 [CDM 4.10 Stocktake Policy](#).

All items marked withdrawn, including those to be reordered are removed from the Library system by Library Resource Services staff at designated intervals.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
10 th June 2008	All sections	LSOS via IRC	Items reported missing are rechecked after 6 months and withdrawn if still missing. They may be reordered.
17 August 2009	All Sections	IRC	Date for withdrawal changed to 12 months to facilitate an online process instead of a manual one. “Lost and Paid” status included in addition to “missing”
