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**Subject:** ORDERING - REPLACEMENT COSTS AND ORDERS

**Approved by:** LMAC

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## **Policy**

Library patrons who do not return items which have been borrowed are charged for the replacement costs of the claimed lost or assumed lost items. (See PMPSS policies #215, 216, 217, and 218) The default costs for different material types are automatically entered in the BISON item record, but before the billing notices are sent to the borrowers, BISON Services sends a billing notice report to library units. As instructed by the bibliographer or unit head, the circulation staff may determine another more accurate value for the item and enter a final cost in BISON before the billing notice is sent to the borrower. The replacement cost will be determined by the owning unit based on original or actual price or on another price factor. In addition to the replacement cost, a processing fee of \$25.00 is assessed.

The following default costs are currently in place\*:

Monographs	\$81.00
Bound journal	\$95.00
Unbound journal issue	\$20.00
Microform	\$81.00
Newspaper issue	\$ 5.00
Slide	\$10.00
Equipment	\$100.00**
Kit	\$81.00
Audiotape	\$12.00
Videotape	\$81.00
CD-Audio	\$25.00
CD-Computer	\$125.00
CompuDisc	\$81.00
Consumer Health	\$41.00

\* Units who believe that these costs do not reflect their actual costs can exercise the option of having no default prices or different default prices.

\*\* This category is vast and can include anything from headphones to laptops.

Materials will be ordered similarly to new materials following the procedures set below. Please

note that the monies collected from the borrowers are not deposited in the acquisitions budget. Regular acquisitions funds must be used to order replacement copies.

### **Identifying Cost Procedures**

1. A number of sources/methodologies can be used to determine a more accurate cost of the item:
  - consulting print/electronic sources of in-print and out-of-print publications
  - using the table of average cost of books by unit library produced by the Acquisitions Department
  - selecting prices for distinct categories of materials in a unit (e.g. one price for more expensive professional, technical, scientific publications; another price for less costly materials in subjects areas of the collection)
  - consulting Blackwell's most recent US Approval Coverage and Cost Study Report available from the Blackwell web site at <http://www.blackwell.com/level4/coverageandcostindex.asp>
  - consulting other University departments (e.g. Educational Support Services for videos)
2. Enter the alternate cost for the replacement of the item, into the item record.

### **Ordering Procedures**

#### Monographs and Other Formats

1. Complete an order form or tag online, mark it as **Replacement Volume** and note the appropriate DBCN or item control number from the MARC record in BISON. If the replacement is a rush order, do not tag but complete an order form.
2. Send order form to the Acquisitions Department, or to the appropriate staff member in the Neil John Maclean Health Sciences Library or the E.K. Williams Law Library.
3. Once the replacement order is received, and provided it is the same edition, etc., as the original copy which was marked withdrawn, the withdrawn item record will be removed by Bibliographic Control or NJMHSL/Law Library, and replaced with a new item record.

If a different edition is received, a new bibliographic record will be entered. The original bibliographic record and item record will be removed by Bibliographic Control or NJMHSL/Law Library technical service staff.

If a replacement copy is ordered before an item is marked withdrawn, i.e., still has a status of Missing, Assumed Lost, or Claimed Lost, the new item will be treated as an additional copy, or if it is a different edition, a new bibliographic record will be entered.

The original item record will retain its status until it is marked withdrawn.

### Serials

1. Back issues of serials are usually considerably more expensive to acquire than current issues. There are cases where a single back issue replacement is as expensive as the full year's subscription. Additionally, it is often difficult to locate and purchase individual back issues of a serial and orders for these items go unfulfilled.

To proceed with ordering a back issue replacement, complete an order form and mark it as **DO NOT CATALOGUE**. Indicate in the section for notes that this is an order for a replacement of a serial issue(s). The order form should also clearly indicate the title, volume and issue(s) to be ordered, as well as the monograph fund ID being charged for the missing issues. If a bibliographer has specific knowledge concerning the source of the back issue(s) being ordered, include this information in the NOTES area of the form.

2. Send the order form to the Acquisitions Department, or to the appropriate staff member in the NJMHSL/Law Library.
3. If the replacement is a single issue, it will be sent directly to the unit library by the Acquisitions Department. If a barcode and item record is required the issue should be sent to Bibliographic Control.

If the replacement is a bound copy, the original copy marked withdrawn will be removed by Bibliographic Control (or NJMHSL/Law) and replaced with a new item record.

If a replacement copy is ordered before an item is marked withdrawn, (i.e. still has a status of Missing, Assumed Lost, or Claimed Lost), the new item will be treated as an additional copy. The original item record will retain its status until it is marked Withdrawn.