

Library, University of Peradeniya

Policy name: **Policy for Lost or Damaged Library Materials**

Policy number: UoP/LIB/POL/2024/01

Date of Approval: 03/01/2024

Supersedes: This policy supersedes the Lost or Damaged Library Materials policy approved in 2006

Approving Authority: The Senate Library Committee

Administrative Responsibility: Librarian, Heads of the Divisions, Branch Librarians.

Monitoring responsibility: Senate library Committee, Senate, and the Council

University of Peradeniya Library

Policy for Lost or Damaged Library Materials

Revised in December, 2023

Overview:

This policy is applicable for all the users of the University of Peradeniya Library.

The users of the library include Undergraduates, Postgraduates, Academic Staff, Emeritus Staff, Visiting Staff, Academic Support Staff, Administrative Staff, Non-Academic Staff, Research Scholars (Local/Foreign) etc.

1. General Guidelines for Lost or Damaged Library Materials:

- 1.i). Borrowers are required to notify the Library immediately of any lost or damaged library material.
- 1.ii) Overdue reminder will be sent to the borrower (staff/students) during the first week after the due date. If the borrower has not responded within three weeks (for staff) / two weeks for students) after the overdue reminder, the item is considered lost and will be charged to the borrower. (Refer the Guideline -02)
- 1.iii). The suspension of library borrowing privileges will be imposed till charges for lost or damaged materials are paid. The Library clearance will not be issued until the settlement of due charges.
- 1.iv). Payment of charges for overdue and/or lost items should be remitted to the University account.

1.v). When library materials are lost or damaged, charges are assessed according to these Guidelines. The Sub Committee on Lost and Damaged Library Materials (herein after Sub-Committee) shall assess the extent of the damage considering the following criteria:

- Rareness of the material
- Current use
- Contents of the material
- Nature
- Age of the material
- Subject relevancy
- Physical condition
- Type of manuscript
- Currency, etc.

The Sub Committee on Lost or Damaged Library Materials shall comprise the following members:

- ❖ Librarian
- ❖ Head / Acquisition Division & Periodical Division
- ❖ Head/Cataloguing Division
- ❖ Branch Librarian (representing the Library from where the item has been reported lost or damaged)
or In the case of Main Library, the Head of the Reader Services Division

2. Guidelines on Charges for Lost or Damaged Books / Journals

If a book / Journal is reported lost, charges for the lost item are calculated as a total of the following:

- A. Cost of the book / Journal
- B. Fine for the item (up to the date it was reported as lost)
- C. Replacement charge
- D. Binding charge

Total charges of the lost book / Journal = Total of A+B+C+D

2.A. Cost of the Book / Journal

2.A.1. If the current price of the book/Journal is available, the cost* will be calculated according to the current market value.

* **For Foreign Books/Journal:** The cost is to be calculated according to the current exchange rate of the currency and freight charges.

2.A.2. Books

If the current book price is not available the following guidelines should be considered by the Sub Committee.

(2.A.2.a.) For books that cannot locate the prices/year of the publication, the charges will be decided by the committee.

(2.A.2.b.) If price is available but the item is out of print or

(2.A.2.c.) Any material defined as a rare item by the committee will surcharge Rs. 2000.00 in extra to the value of the book.

If the book is considered a **rare item** the price will be calculated as follows:

(Items published more than 25 years ago are considered as rare books. If the book is not available in the market or a limited number of copies have been published and considered rare titles even less than 25 years of publishing) The Sub Committee appointed will use their professional expertise to decide the price of the lost material.

The decision of the Sub Committee will be considered as Final.

However, Any material defined as a Rare item by the committee will surcharge Rs. 2000.00 in extra to the value of the book. The Price of the rare item will be calculated according to the following conditions:

Table No: 01: Price Calculation of Rare Items

	Publishing period of the material	Amount (Rs.)	Standard amount(Rs.)	Total Amount (Rs)
01.	Before 19 th Century	5000.00	2000.00	7000.00
02.	1900-1925	4000.00	2000.00	6000.00
03.	1926-1950	3000.00	2000.00	5000.00
04.	1951-1975	2000.00	2000.00	4000.00
05.	1976-2000	1500.00	2000.00	3500.00
06.	2001-.....onwards.	1000.00	2000.00	3000.00

2.A.3. Journal(s):

2.A.3.i

For Bound Volumes – If it is a local periodical cost of the entire bound volume is considered. If it is a foreign periodical, the cost of the entire bound volume is to be calculated according to the current exchange rate of the currency.

2.A.3.ii

For a Single Issue – Current cost of that particular issue. If the journal is a ceased publication, the price should be calculated according to the guidelines given in 2.A.2.

2. B. Fine

An overdue fine will be calculated from the due date of the borrowed item. If the borrower notifies the library that the item is lost, the fine will be calculated up to the date that the borrower notifies the library about the lost. The fine rate will be calculated according to the following schedule:

Table No: 02: Overdue Fines Rates

Library	For Lending Books	For Scheduled Reference Books
Main Library	Rs. 10.00 per day per Book	Rs.20.00 per day per book
Medical Library	Rs. 10.00 per day per Book	Rs.20.00 per hour per book
Engineering Library	Rs. 10.00 per day per Book	Rs.20.00 per day per book
Agriculture Library (including Mahailluppallama Library)	Rs. 10.00 per day per Book	Rs.20.00 per day per book
Science Library	Rs.10.00 per day per Book	Rs.20.00 per day per book
Veterinary Medicine & Animal Science Library	Rs. 10.00 per day per Book	Rs.20.00 per day per book
Dental Science Library	Rs. 10.00 per day per Book	Rs.20.00 per hour per book
Allied Health Science Library	Rs. 10.00 per day per Book	Rs.20.00 per day per book

2. C. Replacement Charges

Replacement charges will be calculated as 25% of the value of the item.

2. D. Binding Charges

Binding Charges** will be calculated as follows.

For Books – Rs. 1000.00

For Periodicals/Journals – Rs. 1500.00

(** These charges will be changed according to the current cost of the **binding materials**)

2.1 If the book/Journal is replaced by a new book/journal

If the book/journal is replaced by an identical copy of the book/journal or by a new edition, before the process of re-ordering of the lost item, the overdue fine (if any) and the binding cost (in case of paperback format) will be charged.

2.2 If a lost item is returned

If such a lost item is returned for which payment has already been made by the borrower, items will be accepted and the cost of the item along with replacement charge and binding charges, except overdue fine (if any) will be refunded.

3. Guidelines for Damaged Library Materials

- 3. A.** If materials appear damaged upon check-out, the staff of the circulation counter records the damage and the check-out will be cancelled. The counter staff is responsible to inspect the material upon check-in and check-out.
- 3. B.** The library charges the fine fee when library materials are returned in a damaged condition. Users are charged for either a repair fee, an identical copy of the material, or full replacement costs, depending on the extent of the damage. Damaged materials are assessed by the Sub-Committee on Lost or Damaged Library Materials.

3.1 Damaged Items

Library users are charged for damaged library materials and the following conditions may consider as possible damages:

- Wet or moldy books
- Books damaged by food stains, oily or sticky residue
- Missing pages or cover pages
- Books containing scribble - marking by pencil, ink or highlight marker etc..
- Books showing tear and wear, cuts, graffiti or other unusual damage

3.2 Repair and Replacement Costs

Repair costs are determined based on the particular circumstances of each case. If the Sub-Committee decides that the library material is irreparable then the committee would recommend withdrawing the item from the library collection. **However, the library always encourages the replacement of the identical copy of the material. (Photocopy of the particular item will not be accepted) If not, the users are charged the replacement costs and the cost will be calculated according to the guidelines given in 2.C.**

4. Guidelines for Lost or Damaged Non-Print Materials

4.1 Definition of Non-Print materials

Non-print materials, for the purposes of this document, include:

- A. Audio-visual materials
- B. Microform materials
- C. Computer-assisted materials etc.

4.2 Charges for lost or damaged non-print materials

4.2. A. General non-print materials

- 4.2.A.i). Charges for lost or damaged non-print materials will include the current market value of the item, plus a 25% replacement charge and overdue fine if any. Fine will be calculated according to the guidelines stated in section 2.B.
- 4.2.A.ii). If the cost is not available the cost of non print material shall assessed by the sub-committee on lost or damaged library materials.
- 4.2.A.iii). Library will not accept a copy of material as replacement in lieu of payment.

4.2. B. Accompanied Materials

- 4.2.B.i). Charges for lost or damaged Non-Print library material, accompanied with a book, will assess according to the guidelines for lost or damaged books/periodicals.
- 4.2.B.ii). The library also accepts a new identical copy of the book with accompanied material as replacement in lieu of payment according to the guidelines indicated in 2.1.

5. Lost Library Tickets of Students

- 5.i). Borrowers are required to immediately notify the Library of any lost or stolen student ticket(s).
- 5.ii). Though the student ticket(s) is declared as lost by the student, borrower is totally responsible for dues/fines pertaining borrowed material(s) borrowed on that ticket(s).
- 5.iii). Student library ticket(s) issued by Libraries of University of Peradeniya Library are personal and are not transferable.
- 5.iv). If the library ticket is lost, the fine will be charged Rs.100.00 per ticket / bar-coded ticket or Rs. 500.00 for an electronic membership card. This fee is payable to the University account.

This policy shall be reviewed and confirmed after five years to maintain its relevance.

Approved by the following committees of the Library:

- 1). Library Acquisition Committee
- 2). Internal Quality Assurance Cell (IQAC)-Library
- 3). Senate Library Committee on 03-01-2024

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