

PALMER COLLEGE OF CHIROPRACTIC
DIVISION OF ACADEMIC AFFAIRS
DAVID D. PALMER HEALTH SCIENCES LIBRARY

DEPARTMENT OF TECHNICAL SERVICES

Title: Handling of Lost Library Materials

Date Developed: 02/15/84

Date Revised: 03/01/89

Date Revised: 08/13/98

Policy Number: TS-06

Materials declared lost will be so indicated on their shelflist card and online in HORIZON. Acquisitions will be notified so that a replacement copy may be considered. After six months the cards will be given to technical processing for withdrawal.

The replacement cost to be billed by the business office will be valued in standard acquisitions sources and if not given there, will be valued by the Acquisitions Librarian.

A non-refundable processing fee of \$10.00 will be charged for each lost item. Fines will accrue to the time at which the material is declared lost by the Library and turned over to the Business Office for collection.