

## Things to Consider about Damaged Books

### Consortium Holdings

If a book is held elsewhere in the consortium, there is no need to replace our copy. This also holds true when we have more than one copy of a book.

### Currency

How up-to-date is the book? How relevant is the subject matter to the current scholarly conversation? Do we own a later edition that supersedes it?

### Relevance

Is it an important work in the field? Does it support the curriculum or other faculty research interests?

How much has it circulated?

To check the circulation statistics:

In Voyager (Circulation module), Click "Item"  
Enter/Scan Item Barcode, click OK  
Click "Item History"  
Look at "Historical Charges"

To gain access to Gelman 104 or the Voyager Circulation module, please speak with the Project Coordinator (Tolonda Henderson).

## SAMPLE DAMAGED BOOK PROCESSING FORM

### Damaged Book Processing Form

**Circulation**

Withdraw After Date: \_\_\_\_\_

Temp Status: Damaged \_\_\_\_\_  
(Initial)

Temp Location: Damaged \_\_\_\_\_  
(Initial)

Roman Script Language? Y N

Retention or Permanent? Y N

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**Collection Development Librarian**

Withdraw and DISCARD \_\_\_\_\_  
(Place on withdrawal shelf)

Withdraw and REPLACE \_\_\_\_\_  
Later Edition OK? Y N  
Out of Print Copy OK? Y N  
(Place on replacement shelf)

REBIND \_\_\_\_\_  
(Place on rebind shelf)

CDL Initials \_\_\_\_\_

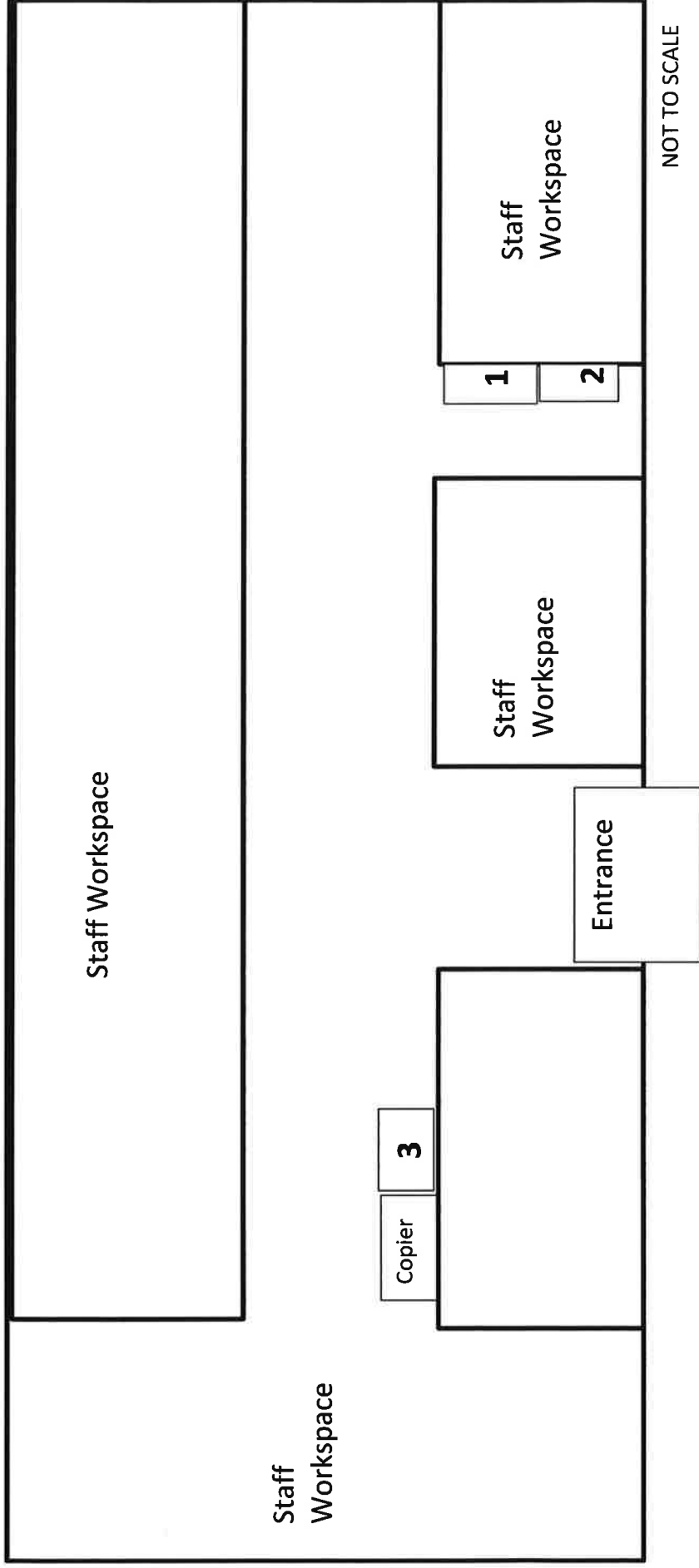
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**Acquisitions**

Retention/Permanent Copy: Held  
elsewhere in WRLC? Y N

# Damaged Book Process

## Gelman 104



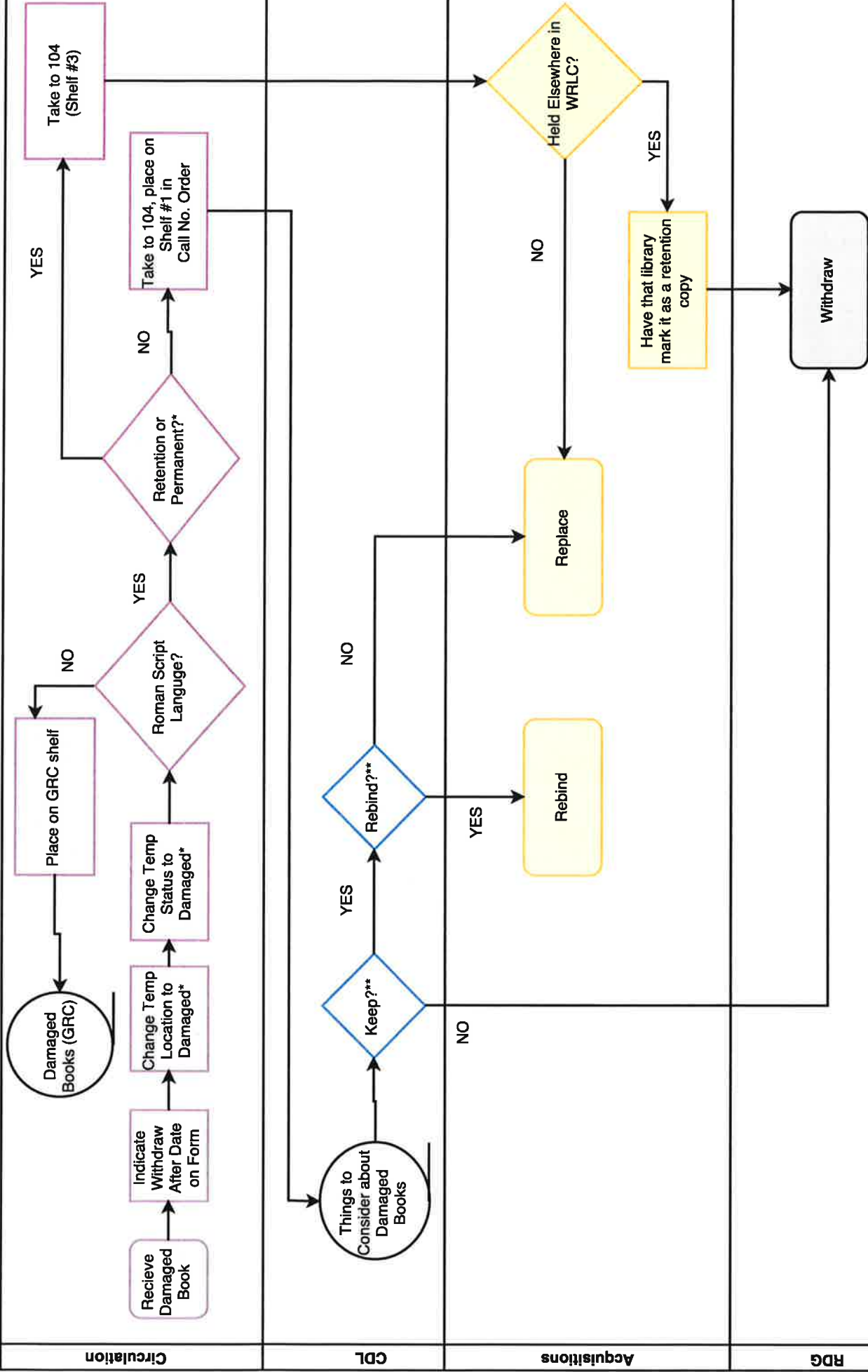
NOT TO SCALE

**3: Damaged Books for Replacement & Damaged Books; Retention/Permanent**  
Circulation: Place retention/permanent books on the appropriate shelf  
CDL: Place books for replacement on the appropriate shelf

**1: Damaged Book Review**  
Circulation: Place non-retention/permanent books in Call No. Order  
CDL: Remove books as review decisions are made

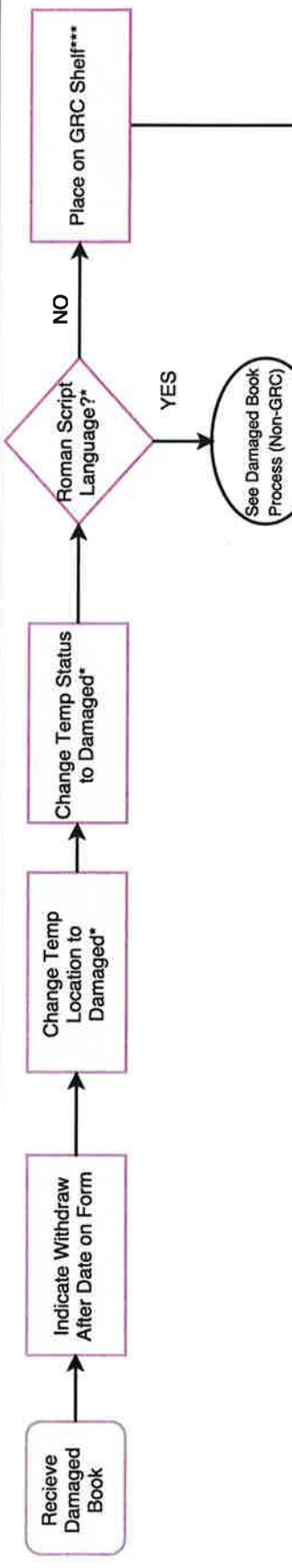
**2: Withdraw/Discard & Books for Binding**  
Circulation: IGNORE  
CDL: Place books on the appropriate shelf according to the decision made

**Damaged Book Process (Non-GRC Librarians)**

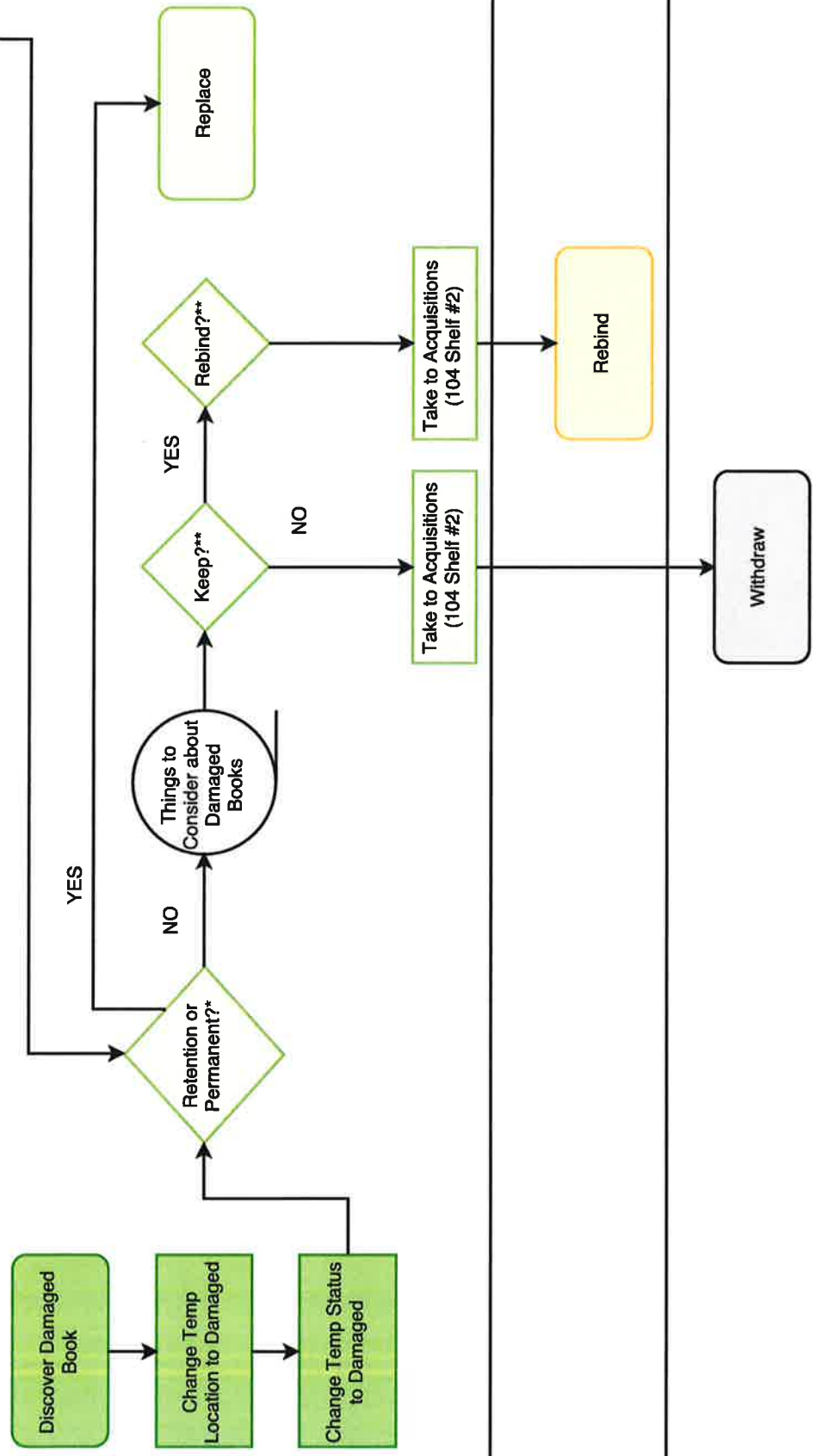


\*indicate decision/action on form | \*\*indicate decision on form, place book on proper shelf

Damaged Books (GRC)



Circulation



GRC CDLS

Acquisitions

RDG

\*indicate decision/action on form | \*\*indicate decision on form | \*\*\*to be picked up by GRC Staff