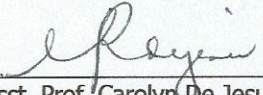


Procedure No:	ACA-PROC-LIB-0005
Procedure Title:	Replacement of Lost and Damaged Library Materials
Related Policy:	ACA-POL-LIB-0006 Policies on Damaged and Lost Library Materials
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Library Services Department
"Supersedes" Notification:	
Procedure Description:	This procedure relates the processing and replacement of all lost or damaged library materials.
Areas of Responsibility:	Library Department
Procedure Details:	<p>Step 1. The patron reports to the librarian-in-charge the lost or damaged library material.</p> <p>Step 2. The librarian places the library material to lost or damaged status.</p> <p>Step 3. The librarian provides instructions to the patron as to the details of the book that he should replace.</p> <p>Step 4. The patron is given three working days to replace the material. The patron is also directed to check the lost and found section of the Auxiliary Services Office in case the book was lost within the premises of the Colegio.</p> <p>Step 5. The patron submits the replaced book to the librarian.</p> <p>Step 6. The patron is cleared of his accountability from the school library.</p>
Procedure Approval Authority:	Chief Librarian
References:	
Definition:	
Help Page:	Library Services Department
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Carolyn De Jesus
Date of Approval:	1-10-12

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