

# Replacement copies

Circulation or a CD staff member will bring books that have been lost and have been replaced. If the replacement book is identical to the lost book, withdraw the lost book and add the replacement book as a call number. Put call number and order number on title page as usual. In the bibliographic record, put a note in Staff notes for the withdrawn copy: "Lost and withdrawn. Replaced (date)" per (initials of CD staff member). **The initials of the CD staff member is only appropriate if the replacement book was purchased by the library. If the book was replaced by the patron, then no initials are needed.** If a replacement copy hasn't been received, say "Lost and withdrawn (date) To be replaced per xx".

Place it on the cart that is going to the Marking Table.

If the replacement copy is a different edition, find a record for it in OCLC, transfer, and catalog as usual. Place a note in Staff note section: "Replacement for .... (date or edition being replaced per xx)," and in the note for the withdrawn book say "Replaced by >>>>(date or edition) per xx"