

# Lost Items in Aleph Circulation

Workflows to Give You Direction

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# Lost Items in Aleph Circulation

- Workflows
  - UM Crookston
  - UM Duluth
  - UM Morris
  - UM Twin Cities
  - UM Twin Cities Law

# Disclaimer

- Speaking in generalities
- Minnesota has 4,000 separate circulation rules
- Discussion is for practices of items from the general collections

# UM Crookston

- 3 days past due: Overdue warning
- 8 days past due: Overdue warning + \$5.00 letter fee
- No overdue fines or bills; students self-report lost materials, loans are not set to lost by library staff

# UM Crookston

- End of Semester Report Run for all items on loan and any unpaid cash
- Phone calls are made; then emails
- Open transactions kept as is until resolved

# UM Duluth

- Warnings: 5 days past due + 15 days + 30 days
- Bill sent 45 days past due
- Loan is set to Lost by library staff

# UM Duluth

- Billing charges
  - \$15 processing
  - Purchasing Cost if in Aleph; otherwise \$30
  - \$20 overdue fine
- Holds are placed on academic record

# UM Duluth

- Loan status of Lost remains until transaction is resolved
- Items that are paid for are assigned an item process status of LP (Lost & Paid) assigned



# UM Morris

- Warnings sent: 7 days past due + 14 days
- Bill sent 30 days past due
- Warnings and Bills are printed first and an email is sent after the item is searched

# UM Morris

- Billing charges
  - \$15 processing
  - Actual Cost of Replacement
  - \$10 overdue fine
- Loan is not set to lost by library staff
- Holds are placed on academic record

# UM Morris

- Open transactions kept as is until resolved
- Items that are paid for are assigned an item process status of LO (Lost)

# UM Twin Cities

- Warnings sent: 7 days past due
- Bill sent 30 days past due
- Loan is set to Lost by library staff

# UM Twin Cities

- Billing charges
  - \$10 processing
  - \$100 replacement
  - \$15 overdue fine
- Holds are placed on academic record

# UM Twin Cities

- Reports are run for circulation staff approximately 4 weeks before end of semester that provide a list of students with outstanding loans or cash that are not registered for the next semester
- Reports of items 1+ years overdue are available in ARC for selectors

# UM Twin Cities

- Items that are paid for are assigned an item process status of MF (Missing Final) and the borrower id is placed in the internal note field in case of refund

# UM Twin Cities – Law

- Warnings sent: 7 days past due
- Bill sent 30 days past due
- Loan is set to Lost by library staff
- Loaned item assigned an item process status of NR (Not Returned)



# UM Twin Cities – Law

- Billing charges (one option chosen)
  - Cash Transaction Type 9200
    - \$75.13
    - Includes overdue fine, processing, & replacement
  - Cash Transaction Type 9210
    - \$60.13
    - Includes processing & replacement
- Holds are placed on academic record

# UM Twin Cities – Law

- Open transactions kept as is until resolved
- Items that are paid for are assigned an item process status of MS (Missing)

# UM Twin Cities – Law

- Open transactions kept as is until resolved
- Items that are paid for are assigned an item process status of MS (Missing)

# Thank you!

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