

“ The City of Heritage ”



LOST & PAID OR DEFAULTERS POLICY

DRAFT

2024/2025

ADOPTED BY COUNCIL.....

ITEM NO.....

Ulundi Public Library procedure for Lost & Paid or Defaulters.

This procedure is for Ulundi library stock.

End-user declares object lost

- Renew and add a note
 - End-user returns and declares object cannot be found
 - Check in object (discharge) from the end-user. This is an important step. If not followed, the object in the OPAC will show that it is on loan and not that it is in **LOST, LOST AND PAID, or DEFAULTERS**
 - Note on the end-users membership in the “notes for librarian” field of author, title, b/c and price+date declared lost. Add your initials and the date
 - Load the fee on the end-user profile using code “lost”
 - Ensure there are no hold for the object- if there are, remove them (remember to see if another copy is available from the Depot, or let the end-user know that the object is no longer available)
 - Change the object class of the particular object to class. For lost or damaged object use class 38 [lost]
 - To get full list of object classes: Cataloguing-Cataloguing management functions-object classes
 - If you are doing defaulters you follow the same procedure using the relevant object class. Check the list of object numbers for the relevant number
- Cataloguing-Cataloguing management functions-object classes**
- At the end of the month/ end of three months draw a list of all objects within your location with object class 38

Extracting the information

Step 1

Go to Cataloguing-Cataloguing- Selections_ Select catalogue entries by location

- Select removal by location **MUST NEVER BE USED**. Please note that the two actions are next to each other and the work forms look the same. The only place you can see in which work form you are, is in the red bar on the right
- In the list field complete the list path information. This is the place on the server where your data queried from SLIMS are saved.

(ulst:nzungu:lost:objects 12 March 2024)

ulst : user list

nzungu : your log in

lost : folder

objects and date : file

objects 12 March 2024 is your file name

make sure you put the date at the end(without punctuation). Lost is the folder for all the different files you will save. Create folders in your list management just like you will do on your windows. Explore for your computer. You can add sub-folders. The folders are separated by a : (colon)

Select on the drop down menu type the option Catalogue objects

Scroll down and add your INSTITUTION (ULUN) (use the search buttons) and copy the institution code to the block

Fill in the OBJECT CLASS field (search) select (object class-38) then “submit”. If there is no error message it means you were successful

You will see on the red tool bar how many nodes or objects your search has selected

STEP 2

Go to Brocade main screen

- List management—Personal summary lists- Scroll down and look for your list e.g. lost

Select the tick box next your link e.g. objects120322024 then select download

On the red bar use the drop down arrow and select downloads.

Select the radio button next to Standard CSV format then submit. A Hyperlink with your list will be generated

- Extract in Open Office calc or Libre Office format or in Excel
- Manipulate the list – hide columns not needed
- Library replace the book or buy the latest vision

*NOTE: When the object was issued to the KNOR-ULUN it will show in the history of the object to which the item was issued to and the date. Recommended that the notes on end-user be done to indicate the lost history.

Defaulters

The process for defaulters is the same for the libraries as Lost/Damaged books.

- Follow procedure to find the user
 - Once you declare an end-user as a defaulter you will add the all the object information, price and outstanding amount fines in the “information for library staff” block on the end –user’s record. If there is already a notice, type “1” the block next to extra field/s and click on the extra info fields”. A new block will appear to write your defaulters object history and outstanding fines and fees.
 - **Change the end –user class to 15 for defaulter**
 - Change the **objects class to 44** for defaulter’
 - Repeat step 1 above changing the object class for your list to 44.
 - Use step 2 to extract the list
 - The list with the relevant information must be sent to the Depot according to their procedures
- *Discuss: Load the fee on the end-user’s profiling using code “lost”

OBJECT CLASSES TO USE

Lost (use by library)	: 38
Lost/Paid	: 37
Missing	: 39
Discards	: 43
Defaulter	: 44