

POLICY: OBSOLETE, LOST AND / OR DAMAGED LIBRARY MEDIA

Item B-SR (8a-2004) MC 18/03/2004	LIBRARIES AND INFORMATION SERVICES: PROPOSED POLICY ON OBSOLETE, LOST AND/OR DAMAGED LIBRARY MEDIA
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(MOVED FROM NON-DELEGATED ITEM A-SR (1-2004))

RESOLVED:

1. That the report regarding the proposed policy for the effective management of obsolete, lost and/or damaged library media, **BE NOTED.**
2. That the Policy on obsolete, lost and/or damaged library media as contained in **Annexure "A"** attached to the report **BE APPROVED.**

ANNEXURE A'

PROPOSED POLICY: LIBRARY MEDIA: OBSOLETE. LOST AND/OR DAMAGED**1. Purpose:**

In order to exercise adequate control over obsolete, lost and / or irreparable damaged library media, it is necessary to provide a uniform policy on:

- How to effectively manage obsolete, lost and/or damaged library media
- Account to Province and Council on the financial losses pertaining to media collections

2. Background**2.1 Ownership of media****2.1.1 Provincial owned stock**

The Gauteng Department of Sport, Recreation, Arts and Culture (SRAC) by means of its Directorate: Provincial Library and Information Service (GPLIS) is responsible for the provision of library media to affiliated local government libraries. Although the different media types (eg. Books, CD Roms, videos, audio books, posters, etc.) are being lent to local libraries according to a contractual agreement between GPLIS and local government, such media remains the property of GPLIS and the Metro's library service is held accountable to the GPLIS for the loss and or damage to any of its media.

GPLIS, due to a lack of funds, currently do not contribute to the media stock of Ekurhuleni libraries.

2.1.2 Ekurhuleni owned stock

The Metro provides Ekurhuleni Library and Information Services (LIS) with funding to purchase new library media.

3. Management of lost, obsolete and damaged library media**3.1 Controlling Librarians:**

Are required to:

- Daily up-date records on all:

- o Media lost and paid for/not paid for
 - o Media damaged and paid for/not paid for
 - o Media not traceable in the collection
 - o Obsolete media withdrawn
- Regularly withdraw obsolete Ekurhuleni owned media in terms of set criteria and to note the reasons for withdrawal
 - Return damaged and obsolete Provincial Library media to GPLIS on a regular basis

3.2 The Regional LIS Manager must:

- Ensure that obsolete media has been withdrawn according to the media collection development policy guidelines
- Annually prepare a combined regional report for the period 1 January to 31 December with full details for submission to the Director: Libraries and Information Services by no later than 31 January of each year
- Clearly indicate the steps taken to minimise future losses
- Ensure the availability of the withdrawn Ekurhuleni media for verification by the Internal Auditing Section
- Discard withdrawn media only after the official Council resolution has been adopted and the official minutes are available
- Annually provide sufficient funding for the purpose of paying for GPLIS media losses and / or damages, on the OPEX budget
- Discard of obsolete Ekurhuleni owned stock in terms of the approved Library Tariff of Charges; provided that the media have been duly marked to indicate that it has been withdrawn from the collection

3.3 The Manager: Bibliographic and Technical Services must

- Ensure that the accessions register is duly kept up to date
- Compile and submit a Metro list of all lost and / or damaged provincial library media to GPLIS for verification and compilation of an account
- Arrange for payment of GPLIS account
- Provide LIS management with relevant stock adjustment data for trend predictions and decision making

4. Accounting

Director: Libraries and Information Services must:

- Monitor adherence to the policy by the regions and continuously evaluate the results and propose amendments if and when necessary
- Do trend prediction and pursue cost-effective solutions to kerb losses
- Submit annual reports to Council to:
 - o Note the losses occurred with regard to provincial and own media stock
 - o Note the payment of the Provincial account
 - o Write off the lost, damaged and obsolete Ekurhuleni library media
 - o Ensure that sufficient provision is made on the operating budget for the replacements
 - o Ensure that the promulgated Library Tariffs of Charges for the replacement of lost/damaged library media cover the replacement cost of the lost/damaged media