



CAL POLY

Robert E. Kennedy Library

REPLACEMENT BOOK FORM

Use this form when a book is lost and needs to be replaced by either the Library or the patron.
Patrons may purchase the book themselves BUT must get prior approval by College Librarian of the specific title and edition as well as signatures of College Librarian and Collection Development prior to purchase of replacement book.

If patron is approved to purchase title themselves, they must also pay Library Replacement Processing Fee of \$20.00

1. To be Completed by Access Services:

Date: ___ / ___ / ___

Patron Name: _____ Patron Barcode #: 2 0150 _____

Phone: _____ Email: _____

Lost Book information from patron record:

Call #: _____

Title: _____

Author: _____

Barcode: 3 0150 _____ Lost Book Due Date: ___ / ___ / ___

Are you requesting approval to purchase the book yourself? Yes No

Library replacement cost by call number, size and type:

\$40 (WB) \$50 Good Reads or Gov. Docs \$90 (A-P & U-Z) \$115 (Q-T) \$140 (Oversize) \$165 (Journals) \$200 VHS/DVD

Forward completed forms to the appropriate Librarian with a printout attached of PolyCat record.

Circ. Staff initials: _____

2. To be completed by the Librarian:

Librarian reviewing title: _____ (please print name)

Replace Original Book: Yes No Same Edition: Yes No

If no, please list alternate title for replacement book information:

Title: _____

Author: _____

Publisher: _____ Year: _____ ISBN: _____

I approve the patron's request to purchase this book themselves:

Signature of Librarian: _____

Director, Information Resources: Signature: _____

FOR OFFICE USE ONLY:

Lost Book Charge removed From patron record—Initial & Date: _____

Payment received and processing fee cleared—Initial & Date: _____

Cataloging: Add record & labels, edit PolyCat—Initial & Date: _____

Form returned to and processed by Access Services—Initial & Date: _____