



# 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: \_\_\_\_\_