

Our replacement policy is based upon the mission statement and values of the College, as well as the UWCSEA learning programme.

Replacement of resources

The library provides a range of resources including books, eBooks, periodicals, newspapers, electronic resources, audio-visual resources, PDFs and online resources (including internet sites and databases) in order to provide for users' varied learning and enjoyment. The library also manages textbooks, take home readers and classroom libraries.

From time to time resources will be lost, damaged or simply in need of being replaced. Every attempt is made to keep books in good condition in the library. Torn, worn, wet, mouldy or books that are marked should not be loaned to students. If for some reason they need to be loaned while awaiting replacement, a clear message should be placed on the copy record in the library management system to ensure that the student is not asked to explain the damage on return.

What resources might be replaced by the library?

Any lost or damaged books catalogued by the library (excluding IT resources) including books that have been purchased by departments (class library books & textbooks) may be replaced using the library budget.

Books that are housed in the Secondary and Primary Library that have been weeded from the library collection may be replaced by the library.

Classroom library books and textbooks

If a student takes responsibility for losing or damaging a classroom library book or textbook the library will consider the following circumstances:

Was the book...

- Acquired more than 10 years ago?
- Loaned more than 26 times?
- Valued under SGD \$10?

If the book meets any of these criteria, the book will automatically be deselected without penalty to the borrower.

Books lost by patrons may also be deselected at the librarian's discretion.

The book is removed from the borrowers name and the circulation type is changed to LOST - NOT-BEING-REPLACED

The student will be given the opportunity to replace the book or be billed for it by the Finance Department. Funds collected will be returned to the library budget.

Once an invoice is issued by the Finance Department, the library can no longer accept the return of books. If a book is returned after the issuance of an invoice, patrons may collect the book from the library within 7 days. Books not collected in this time will be considered a donation to the library. See our FAQ about overdue books <http://ask.uwcsea.edu.sg/faq/212100>

If the book has not been issued in the library and the student does not accept responsibility for the damage or loss, the book will be removed from the collection.

Replacement of classroom library books and textbooks

Books that are core library books should be replaced to maintain the integrity of the collection. Current textbooks should be replaced.

Before replacing other class library books, readers or textbooks the teacher responsible should be consulted to ensure that the book is still wanted or if a different title would be preferred. Replacement of lost or damaged books that have been checked out to a student will be replaced using the library budget.

Replacement of library books

Students who lose or damage a library book will not be required to pay for books that meet one or more of the following conditions:

- Acquired more than 10 years ago
- Loaned more than 26 times
- Valued under SGD \$10

Books lost or damaged by patrons may also be deselected at the librarian's discretion.

The student will be given the opportunity to replace the book or be billed for it by the Finance Department. Invoices issued by the Finance Department cannot be cancelled once issued. It is *always* best to speak to the Teacher Librarian *before* an invoice is issued. Funds collected will be returned to the library budget.

If a title is no longer available it can be replaced by an alternate title of similar value selected by the librarian.

The procedure for replacing a book can be found at ask.uwcsea.edu.sg

Handling Books Awaiting Replacement

Books that have been invoiced for by Finance are removed from the borrowers name and the circulation type is changed to LOST - billed via Finance . A note is made on the patron's file with the date, ISBN & \$value. It is important to remember that patron notes are visible during self circulation.

If a book is waiting to be paid for, it remains on loan to the patron and is not renewed. When it is paid for, the book is removed from the borrower's name and the circulation type is changed to LOST - paid for replacement .

A note is made on the patron's file with the date, ISBN & \$value. It is important to remember that patron notes are visible during self circulation.

Another circulation type is LOST - paid with receipt, indicated when a book has been ordered by the patron and the library is in possession of a receipt showing that the book will be delivered to UWCSEA ([see our FAQ on how to do this](#))