

Appendix: Suggested damaged, lost, missing decision guidelines.

Libraries will respond to lost or unloanable titles in a way that displays sound judgment in the context of the title and its availability to other libraries in the state. In the following cases it may *not* be necessary to replace a title:

- i. If MeLCat shows, and it is physically verified, that at least one copy is owned by another participant library which agrees to include the title on its own retention list and treat it accordingly.
- ii. If the title is available in at least 50 libraries in the US or the Hathi Trust public domain.
- iii. If the title is available as a later edition that is obtainable from at least one of the participating libraries or at least three other libraries in the state.
- iv. If a library faces more than \$1,000 in annual replacement and repair costs of retention titles or is unable to meet costs of a lesser amount.
- v. If the library can make a case that repair or replacement is unwarranted for any other reason.

Libraries that knowingly choose not to replace or repair a retention list title (including when a title is replaced with a later edition) must notify the other participating libraries through a standardized mechanism. This will allow participants the opportunity to take alternative actions (such as cost-sharing) and to assess losses to the shared collection. Modifications to the guidelines above are anticipated in the light of experience.