

MHLS Directors Association

Business Meeting of Friday, September 10, 2021

Action Item #2: Indicating Damage to an Item

Background: There is no system-wide, consistent method for noting an item's damage. Many libraries use post-its or small notes which can fall out, be added or removed by a patron, can be overlooked and can give an item a messy appearance. Sierra provides a vehicle for communication between circ desks which can be used to alert staff to damage to an item. The Missing Component Policy and Procedure has established the practice of libraries adding m-messages to communicate through Sierra. Using m-messages to communicate item condition would be a similarly beneficial use of Sierra.

Issue: There is no system-wide, consistent method for noting an item's damage. There are drawbacks to the common use of post-its or small notes to identify damage. They can fall out, be added or removed by a patron, may be overlooked and can give an item a messy appearance.

Recommendation:

1. Post-its and small notes should no longer be used to indicate damage to an item.
2. Replace the use of post-it notes with a m- message in the item record to indicate damage to an item. The message should be added by the library that notices the damage. The recommended form of the message is:

Damage noted at Adriance: page 32 torn top right corner adr-LS 08/05/2021

Status: Discussed at May 6, 2021 and August 5, 2021 RSAC. Action Item at September 10 DA Meeting

Effective Date: Immediately