Worn and Torn Items

This workflow, and the accompanying reports, is a two part process where indemand, but poor condition, items in the library's collection are identified and replaced, either with an existing copy from somewhere else in the library system or by purchasing a new copy. Each branch should examine their worn items monthly and mark copies at other branches that they'd like as a replacement. Likewise, each branch will pull the items that have been requested, and send them to Technical Services for processing before being transferred to their new home.

Part One:

Worn and Torn Items

This report is used to find items that have circulated many times, and which consequently may be in bad condition. Once identified, you may determine whether to weed the item, find or purchase a replacement, or keep the item in circulation if the condition is according to the condition is according.

Branch:	Bellmawr ~	
orn Threshold:		
More options		

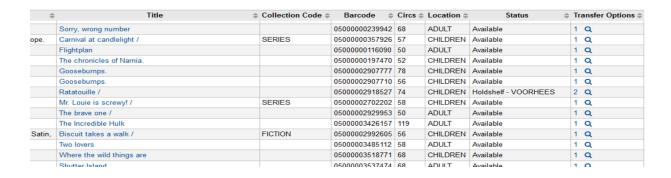
item in circulation if the condition is acceptable.

In addition to the item's home branch and how many circulations are required for the item to be flagged as worn, additional options may be accessed by clicking on the options menu:

1. Once you have set your options, click **Run Report**.

You'll be presented with a list of items matching your specifications. Click on the title of an entry if you'd like to examine the bib record further. You will see a magnifying glass and the number of eligible replacement copies — items at another branch that have not circulated for at least one year and that have not been used as much — in final column.

Note that if there are no eligible replacement copies you only see a zero.

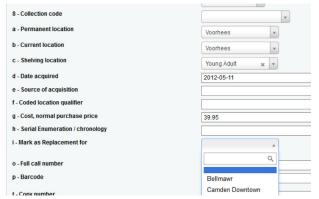


Koha Collection Development Reports and Procedures

2. Click on the icon/ number to be taken to a listing of the items. This next page will list the eligible replacement copies along with a little information about each item listed.



- 3. If you would like to choose an item to have sent as a replacement for your worn copy, click on the **Select** button to the right of its barcode.
- 4. You'll be taken to the item for editing. Select your branch from **i Mark as** Replacement For.



- 5. Click Save.
- 6. Close this window or tab and proceed to the next item for which you'd like to select a replacement.

Part Two:

Replacement Pulls

- 1. Select your branch and click **Run report**. This is the list of items at your branch that have been requested by another branch to replace a worn copy at their location.
- 2. Pull these items from your shelves, group and tag them by the branch requesting them, and then send the items through the delivery to Technical Services.

Technical Services Instructions:

- To process the replacement items for the new location, go to the **Batch** Items Modification tool.
- Take all of the items for a branch, scan their barcodes into the field, and then click on **Continue**.



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- 3. Change a Permanent location to the branch that has requested these items.
- 4. Check the box next to from **i Mark as Replacement For** (this will ensure that this field is cleared when the batch is updated).
- 5. Click **Save.** You should be given a confirmation that the items were updated.
- 6. Scan the items to route them to their new home and put in the delivery.

