

## Statement of Loss of Library Property Odisee

The undersigned,

Reader's card number (Student card) .....

Last name & first name .....

Address.....

Tel.....e-mail.....

Hereby declares that he/she lost the following item, property of the Odisee Library of Campus

.....

Barcode.....

Author, Title .....

.....

Journal volume & issue number.....

The undersigned agrees to return the lost item immediately to the Library, should it be recovered.

If the item was stolen and when the undersigned is able to produce an official police report, he/she will not be charged for the replacement costs. (A copy of the police report must be attached.) This clause is applicable here: **yes/ no**

If the lost item is not recovered, and no theft is involved, the undersigned agrees to pay back the replacement costs of the item, together with any due fines. Fines stop accumulating from the moment the present document is signed. Fines are due immediately. Failure to follow this procedure will result in the suspension of borrowing rights.

The undersigned will replace the lost item by a new identical copy himself/herself, within a max. period of 2 months: **yes/no**

The undersigned entrusts Odisee with the replacement of the lost item . The following costs may be charged: Administrative costs, Cost for the purchase of a new copy, Costs for copying and binding, ILL costs: **yes/no**

Completed in duplicate in .....on.....

For the Odisee Library

In agreement, Signature of the borrower

<b>For library office use only</b>	File closed on.....
Remarks:	Staff member signature

## Lost Library Property Procedure

### Reporting the loss

- Immediately report loss of, or damage to, Library Property (incl. locker keys) at the Library Information Desk.
- Sign the Statement of Loss of Library Property as soon as possible.
- As long as the Statement has not been signed, your right to borrow library materials will be suspended and your fine(s) will accumulate. Once you sign the Statement of Loss, due fines stop accumulating. Fines are due immediately. Consequently your borrowing rights will be restored.
- Failure to follow this procedure will result in the suspension of borrowing rights.

### Theft

- Report every theft (on the Odisee premises as well as outside Odisee) to the police. Ask them for the official police report (in Belgium this is called a PV – a *proces verbaal*) and provide the Library with a copy of it. If the library item was stolen on the Odisee premises, you must report this to the School administration as well. (Attach a copy of the PV to this document.)
- If a borrowed item was stolen, nothing will be charged, with the exception of any due fines. If you have taken out an insurance policy against pilferage, you will have to report the theft to your insurance broker to have your insurance company pay the replacements costs of the stolen item to Odisee. (Attach a copy to this document.)
- If you do not have an insurance policy against pilferage, you must replace the stolen item yourself. You can either: buy a new identical item yourself (at your own expense), or you can ask Odisee to replace the stolen item; you will then have to refund the replacement costs to Odisee.

### Replacement

- If Odisee takes care of the replacement, you must pay the following costs:
  - A fixed administrative cost of 6 EUR
  - If Odisee buys a replacement item: the price that has to be paid to the book supplier
  - If photocopies were made (usually in combination with an ILL request): costs for copying plus possible binding costs (see invoice)
  - If ILL is involved: at least 2,50 EUR per ILL request + the transfer costs
- The Library Staff will ask you to settle your account if possible immediately when you report the loss.

### Special cases

- If the lost item **could not be replaced by an identical item** because no photocopies could be made or no solution through ILL could be found, an alternative of equal value will be bought instead.
- If the lost item is a final project or a **Dissertation**, you will be charged with a fixed cost of 15 EUR, if the lost item is a **locker key**, the fixed cost is 6 EUR.
- If an **ILL item** is lost, the Library follows the procedure and the system of payment of the supplying library.
- If the **lost item is recovered**, do report that immediately to the Library and return the item as soon as possible. There are three possibilities:
  - You return the recovered item **before the replacement procedure has been started up**. The procedure will then be stopped and you will not be charged for the loss, barring any due fines.
  - If the **replacement procedure has already been started up** but the replacement item has not been delivered by the supplier yet, the order or ILL request will be cancelled. However, you will be charged a 5 EUR administrative cost. The rest of the already paid costs will be refunded and replacement procedure will be stopped.
  - You return the item but **the replacement procedure has already been followed completely**: the new item has been delivered, or the order or ILL request cannot be cancelled anymore. In this case you will have to settle the account (all the expenses that were made, such as purchase price, ILL cost, costs of photocopying and binding, administrative cost), but in return you will receive the replacement so it becomes your property.