

SLTC Library Cost Recovery Policy: Lost Library Material and Standard Operating Procedures



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Objective:

The procedure adopted to calculate the cost of lost library material (books, periodicals, maps, computer-assisted materials, audiovisual materials, microform materials, artefacts, and any other information resources belonging to the library) needs to be introduced.

General Guidelines for Cost Recovery Policy for Lost Library Material:

1. Introduction

- 1.1 Users (undergraduate and postgraduate students, staff, researchers, etc.) must notify the library immediately of any loss or damage to the library material, so that the fine calculation can be halted with effect from the date of notification.
- 1.2 When the library material is lost or damaged, charges are assessed according to the following guidelines in section 2. If the cost to be recovered cannot be determined in accordance with the guidelines, the relevant Head of the Department will be consulted for recommendations on the price.

2. Guidelines on Charges for Lost or Damaged Material

- 2.1 If a library material is reported lost, the charge for the lost material is calculated as the total of the following:

- A) Cost of the library material¹
- B) Extra charge²
- C) Departmental charge³

Total recovery of lost library material=A+B+C

- 2.2 Library material for which the price cannot be located, the current photocopy rate per page (colour or black & white) will be considered in addition to the departmental and binding charges.
- 2.3 A lost accompanying material will be treated similarly to other library material, and the cost calculation will be made under the guidelines stipulated in section 2.1.
- 2.4 Replacement of lost library material,
 - a) The library will accept a new identical copy or the latest edition (provided the relevant department approves).

¹ The cost of a foreign publication is computed according to the current exchange rate. Cost of a Sri Lankan material is taken as it is in SL Rupees. If the latest edition is available, the price is calculated according to the current price. If the lost library material is a journal, complete volume of the journal is considered as one item. Therefore, even if one issue is lost the price will be calculated to the entire volume.

² If the book has historical value, extra charges would be added based on the publication year.

³ Rs. 500/- for processing fee in each book

b) If the lost material is replaced, only the following charges will be imposed.

Counter fine (if any) + Departmental charges

c. Photocopies of material **are not accepted as a replacement.**

2.5 No refund will be given after the cost is recovered, even if the book is returned later.



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Librarian

12.01.2026

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Date