



## AMERICAN UNIVERSITY LIBRARY

W A S H I N G T O N , D C

### Replacing a Lost or Damaged American University Library Book

The following replacement guidelines apply to lost or damaged American University (AU) Library books. While other universities in the Washington Research Library Consortium (WRLC) may accept replacement copies in lieu of full payment we are unable to process these replacements here. We are happy to provide contact information for the other WRLC libraries to discuss their payment and replacement options.

Assuming you are replacing an AU Library book, it must meet the following criteria. If the replacement is accepted, we will remove all associated replacement and processing fees; although, you will still be held accountable for any accrued overdue fines that might apply. The final decision as to whether to accept a replacement copy lies with the Library's Collection Management Team.

#### Replacement Criteria

- **Lost book replacements must be identical to the copy you checked out from the Library.**

To help ensure this, we encourage you to use the International Standard Book Number (ISBN) when searching online or in a bookstore for a replacement copy. For books published prior to 1970 or books which do not have an ISBN you should use the publication information to find a matching book. The ISBN and publication information can usually be found online in the WRLC catalog.

An exception to this rule can be made if a newer edition of a book is available. For example, a 4<sup>th</sup> edition can generally replace a 2<sup>nd</sup> edition. However a 2<sup>nd</sup> edition cannot replace a 4<sup>th</sup> edition.

- **Lost book replacements must be in excellent condition.**

While we prefer replacements to be new, we will accept used copies provided they are in "Like New" condition. They must be complete, undamaged and free of markings or stains.

#### Replacement Procedure

After you purchase a replacement copy, please bring it to the Bender Library Borrowing Desk so it can be processed and removed from your account. You can also have the book shipped to us; be sure to use the exact address provided below to ensure that the book is processed correctly. Once the book is provisionally accepted at the desk the replacement and processing fees will be forgiven.

Please contact us if you have any questions regarding this procedure or if you would like help acquiring an acceptable replacement copy. We appreciate your help in ensuring that future members of the AU Community have access to all of the Library's materials and resources.