Niğde Ömer Halisdemir University

Department of Library and Documentation

PROCESS NAME	CODE	PROCESS TIME
MISSING BOOKS	KDDB-18	5 DAYS 4 HOURS

RESPONSIBLES	PROCESS
	START
Academic Librarian	The user applies to the Library to report that she / he has lost the book (s) borrowed.
	Is the book available on the market?
	Y → Online ordering of the book with the user who lost the book, or receiving the price of the book and the shipping fee from the user. marking the relevant book as missing on the Library Automation System. (5 days)
	N → Obtaining the current price of the book by the Library Price Value Assessment Commission and obtaining it from the user and depositing it from the Registration System by depositing it into the account of the Strategy Development Department. (3 hours)
Material Registry Control Officer	
	END OF PROCESS
Academic Librarian	
Publication Office - Assistant Staff	When the ordered book (s) arrive, the books' back labels are removed, sticked to the book (s), stamping, security operations, and placing the book (s) on the shelf again. (1 hour)
Academic Librarian	Removal of the book's Lost Mark on the Library Automation System.
	FINISH