

上智大学図書館紛失資料取扱内規

Bylaws on the Handling of Materials Missing from the Sophia University Library

(Purpose)

Article 1

These bylaws shall stipulate matters pertaining to the handling of missing materials, including how to compensate for lost, defaced or damaged books and other materials (hereinafter referred to as “Material(s)”) from the Sophia University Library (hereinafter referred to as the “Library”), pursuant to Article 15 of the Regulations for Use of the Sophia University Library.

(Reporting obligations)

Article 2

Any person who has lost a Material shall submit a “Notice on Lost Material”.

In the case where any person has defaced or damaged a Material, he/she shall submit the same notice, *mutatis mutandis*.

(Compensation obligations)

Article 3

Any person who has lost, defaced or damaged a Material must compensate for it by replacing it with the same Material or paying a cost equivalent to its value.

(Compensation by replacement with the same Material)

Article 4

The same Material, as stipulated in the preceding article, refers to, in principle, material whose title, author, publisher, and year of publication (edition) are equivalent to that of the missing Material.

2 Books available for a lower price than the original version (e.g. secondhand, paperback) may be accepted in cases where they are the only replacements available.

Article 5

Money-based compensations shall be made in the case where the following applies:

- (1) The Material is not in stock in Japan and is thus difficult to obtain; or
- (2) The person who lost the Material is incapable of bringing the same Material and the Head Librarian has acknowledged this.

(Calculation criteria)

Article 6

The calculation of the “cost equivalent to its value” shall be based on the following criteria:

- (1) In the case where the price is listed in information such as catalogs of publications, the listed price shall be deemed the cost equivalent to its value. Where currency translation adjustments are required, the exchange rate for the date of submission of the notice shall be

used. If the price is not listed in the catalog, the estimated amount provided by the book retailer shall be used.

(2) For rare books and rare materials, the estimated amount provided by the book retailer or the price approved by the Head Librarian shall be used.

(3) In the case where the cost equivalent to its value cannot be identified based on paragraphs 1 and 2, the Head Librarian shall determine the price.

(Returning of books and money)

Article 7

In the case where the missing Material is discovered more than one (1) month after compensation based on the same Material or money, the replaced book or paid amounts shall not be returned.

(Exemption from compensation)

Article 8

In the case where a person has lost, defaced or damaged a Material due to force majeure, including natural disasters, the Head Librarian may exempt said person from compensation upon the submission of a "Request for Exemption from Compensation."

(Administrative guidelines)

Article 9

Administrative guidelines related to these bylaws shall be separately prescribed.

Supplementary measure

These bylaws shall take effect on April 1, 1992

Supplementary measure

These bylaws shall be amended and take effect as of July 1, 2005.

Supplementary measure

These bylaws shall be amended and take effect as of October 1, 2011.

Note: The English translation is provided for information. The original Japanese version remains the sole official version. If there is any discrepancy between the two versions, the Japanese original should take precedence.