

Missing items systems and procedures at the British Library

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The British Library's main site in London

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Statistics

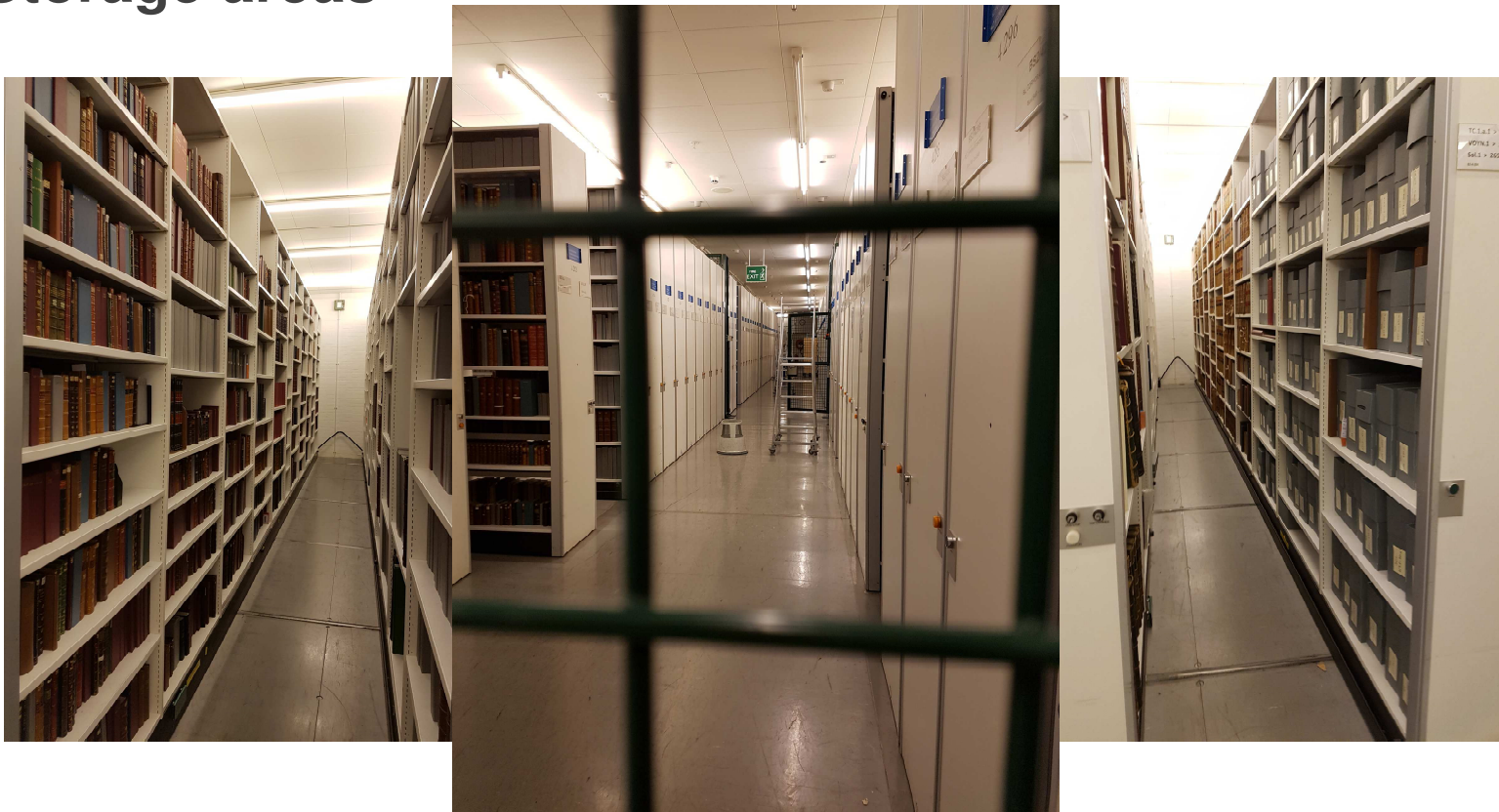
- 150 million items:
 - 6.9 million Western early printed books and periodical titles,
 - 4 million maps,
 - 8 million postage stamps,
 - 310,000 bound volumes of manuscripts....

- 1,296 reader desks in 11 reading rooms

- 1.65 million items issued to readers in our reading rooms each year.
 - of which 242,000 go to our Rare Books reading room alone

CONTROLS

Storage areas



CONTROLS

Some of the main reading categories

Category code	Type of material	Access
GEN	Post-1850 general printed books	<ul style="list-style-type: none"> Can be requested by any registered reader to any of the reading rooms in London
EAR	Pre-1851 general printed books	<ul style="list-style-type: none"> Can be requested by any registered reader to any of the 4 special collections reading rooms
RR1	Rare printed books	<ul style="list-style-type: none"> Can be requested by any registered reader, but only to the Rare Books Reading Room
RR3	High category special printed books	<ul style="list-style-type: none"> Can only be consulted in the 'home' reading room; Must be read at special materials desks; Reader has to leave their reader pass with the issue desk staff; Item is stored in locked cupboards when not in use
RRX, RRZ	Restricted printed books (2 levels)	<ul style="list-style-type: none"> As above, but an application has to be made to the relevant curator/curatorial manager for access

CONTROLS

Request ticket

Request Slip Part2		EDWARDS, AS
445.f.26.		
Year	Vol	8990
		S
		RARE BOOKS & MUSIC
B2-5-345		
DONOVAN, EDWARD.		
	Reading Category	
	RR1	
GENERAL ILLUSTRATION OF ENTOMOLOGY: PART I. AN EPITOME O...		
1805		

06-AUG-2019

EDWARDS, AS

25074720

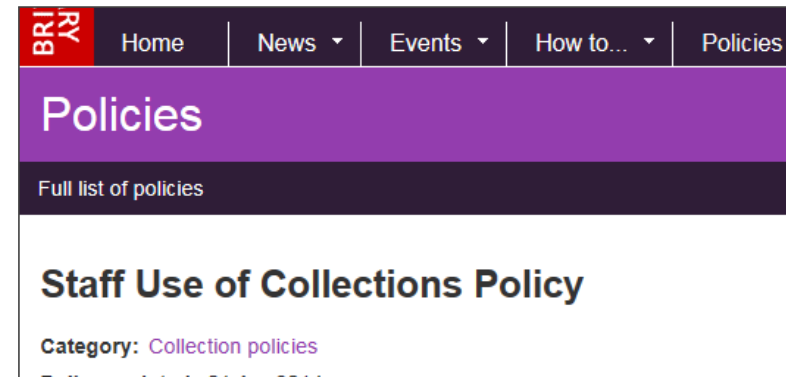
RARE BOOKS & MUSIC

CONTROLS

Security guidelines and training

Staff Use of The Collections policy has to be followed, includes instructions on:

- Correct use of the internal circulation system for collection items.
- Requirement for collection handling training.
- Requirement to store collections items appropriately.
- Guidelines on how to transport collection items around the building.



CONTROLS

Collection Security Group

Purposes

To be responsible for the Library's *Collection Security Policy*.

To oversee the assessment of risks to the collection and ensure that appropriate mitigations are in place in line with the risk appetite agreed by the British Library Board.

To determine and monitor action planning to respond to new and changing collection risks, and risks inherent in all Library processes. Monitor progress and review benefit realisation.

CONTROLS

British Library reading rooms

LIBRARY
HSILIRB



SYSTEMS

Other preventative measures

- Timely maintenance of the catalogues and the 'Automated Book Retrieval System'
- Random collection audits
- Routine shelf tidying in storage areas
- Annual recall of all items in use by staff
- Effective use of daily and monthly reports generated from the 'Automated Book Retrieval System'

REPORTING & INVESTIGATING

Collection Security Report Forms

COLLECTION SECURITY REPORT FORM	
Initial report	
Date form was initiated	
Name of member of staff initiating this report	
Date and time of incident	
Place incident occurred	
Name of person who alerted staff to the incident if different from person initiating the form	
Description of collection item	
Shelf-mark:	
Title:	
Author:	
Date of publication:	
Place of publication:	
Publisher:	
Description (size, no. pages etc.):	
Storage location:	
APPS status (when applicable):	

REPORTING & INVESTIGATING

Report to Collection Security Group, 12-08-2019

Type of investigation	Shelfmark/Details	Details	Outcome
Mislaid – reported 20/05/2008	804.a.10 Il Malagrida. Tragedia trasportata dal verso Francese nell'Italiano. 1765	This item was reported mislaid in 2008 when requested by a reader.	Item found misplaced on shelf by Collection Audit officer during routine review, June 2019.
Missing – reported 26/06/2019	New acquisition (no shelfmark) L'obscur d'ici / Serge Gavronsky; dessins de Jean-Marc Scanreigh. 1998	This item was misplaced during the cataloguing process.	Item found in cataloguing offices in Boston Spa, as a query, July 2019. Now shelfmarked (C.188.b.131) and shelved. Cataloguing teams reminded that queries should be referred to their team managers and not left unresolved.
Mislaid – reported 22/07/2019	New acquisition: C.194.c.79.(78.) The Ordinary of Newgate his account of the behaviour and last dying words of Edward Bird... 1719	This item was requested by a reader and not on shelf.	Item found in 'English Short Title Catalogue' cataloguing offices, as a query, August 2019. Cataloguers reminded that, once a shelfmark has been allocated to a book, it appears in our online catalogues and can be requested by readers. It therefore either needs to be sent to shelf quickly or the staff member needs to create an online request for it.

REPORTING & INVESTIGATING

Lists of missing books published on the website

	2019
Humanities	9892
Music	46
Mss	55
Oriental & India Office	2205
Science	158
DSC	27111
Maps	103
Newspapers	1
Total	39571

Collection	Shelfmark	Author	Title	Publication Year	Created	Status
Humanities	11796.bb.1.	BOEHN, Max Ulrich von	Dolls and Puppets ... Translated by Josephine Nicoll ... Wit	1932	19-11-1997	MISLAID
Humanities	12557.s.13.	KAESTNER, Erich	[Drei M?anner im Schnee.] Three Men in the Snow. A story ...	1935	19-11-1997	MISLAID
Humanities	X.319/17622.	Ziliox, Marc	Dangerous animals of the sea, Marc Ziliox	1977	19-11-1997	MISLAID
Humanities	X.808/3979.	MANNIX, Daniel Pratt	The Hell-Fire Club.	1967	19-11-1997	MISLAID

<https://www.bl.uk/about-us/freedom-of-information/6-lists-and-registers>

THE UNEXPECTED...

Rolls (posters, broadsides, engravings) found at British Museum 2019



Thank you

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