



Procedure for Potentially Counterfeit Materials

- 1) V-Cat library staff or WISCAT staff or other individual notifies WVLS about a potential counterfeit title or item in a library collection.
- 2) WVLS staff will suppress the bibliographic record and insert “POTENTIALLY COUNTERFEIT” at the beginning of the 245 Title field.
 - a. V-Cat library staff should not place holds for patrons on records that are suppressed or have “POTENTIALLY COUNTERFEIT” in the title field.
- 3) WVLS staff will request all potentially counterfeit items to be sent to the WVLS office, immediately or upon return of the item, for review.
- 4) WVLS staff will research the potentially counterfeit items and legitimacy of the material.
- 5) If WVLS staff determine that the item(s) is(are) counterfeit:
 - a. The counterfeit item(s) will be marked for deletion in Sierra.
 - b. An email will be sent to the owning library with detailed item record information.
 - c. An email will be sent to each library whose patrons may have holds on the title asking staff to contact the patron(s) and remove the hold(s).
 - d. Once any existing holds are removed, the bibliographic record will be removed.
 - e. Physical items will be handled as follows:
 - i. Items that have been in the library catalog for over 90 days will be disposed of by WVLS staff.
 - ii. Items that have been in the library catalog less than 90 days may be returned to the library upon request for a potential refund.