

Mark an Item as Missing

Your staff may decide that an item should be marked as missing if they can not find the item in the library but the **catalog says it is available** or if the item is long overdue and you don't want the item linked to the patron. Checking out the item to MISSING user status alerts staff and shadows (hides) the item in the online catalog, preventing futile efforts to locate this item.

- 1. *Click* on Item Maintenance Wizard group.
- 2. Click on Mark Item Missing Wizard.

🚺 Mark Item Missing

Mark Item Missing: Item Search screen displays.

- 3. Search for, scan, or type in item barcode.
- If more than one title displays, *select* the desired title. If more than one copy displays, *select* the desired copy.
- 5. *Click* Mark Item Missing button at the bottom of the screen or Cancel to cancel marking item missing.

Ν	lark Item Missing	: Item Search						- 🗆 ×	
3	# %	•	\frown						
	Search for:	presidents	3			*	Sea	arch	
	Index:	Title				*	Type:		
	Library:	DLFN				~	⊚Ke	yword	
	Current: First book of Vice Presidents of the United S 973 FEE ID:32612001111180								
KEYWORD Title presidents, DLFN: 21 records									
	Title		Author	Pub. Info.	Phys. De	sc.	Pub. Ye	ar	
	1920 : the ye Arrow book Don't know	ear of the s of Preside much abou	Pietrusza, David, 1949- Cary Sturges Davis, Kenneth C.	New York : Carroll & (New York, N.Y : Four New York : HarperCol	3 533 p. : ill 103 p. Ili64 p. : co	. ; 24 cm. I. ill. ; 26 cm.	2007 1966 2002		
	First book o	of Presidents	Coy, Harold	New York, N.Y : Watts	,66 p.		1977		
	First daugh	ters : letter	Gawalt. Gerard W	New York : Black Dog		.: 22 cm.	2004		
	Mr. Preside	nt book of	Sullivan, George	New York, N.Y : Dodd	, 158 p.	· , · ···	1984		
	Our country	's preside	Bausum, Ann.	Washington, D.C. : Na	ti 207 p. : ill	. (some col.),	2005		
	Power or po	olitics? : fa	Polette, Nancy.	[Marion, IL] : Pieces o	of 80 p. : ill.	; 26 cm.	2006	~	
	Description Call Number/Item								
	□ 〒 First b □ ● ● 973 □ ● ● ● 973 □ ● ● ● 973 □ ● ● ● 33	ook of Vice P FEE - DLFN 261200111111 FEE - DLLD 26120000220	residents of the United S 80 - 1 4 FICTION - AVA 08 - 1 - NONFICTION - AVA	Price: Shelf location: Material type: Date created: Date last charged: Last discharged: te inventoried:	\$6.95 AVAILABLE BOOK 8/30/2004 Never Never 6/1/2005	Item type: Current status: Funding sourc Media desk: Previous user Last activity: Total checkout	NONI e: UNKI none ID: Neve s: 0	FICTI	
	Mark Item Missing Cancel								

Marking an Item as Missing When Checked Out to a User

If the item is checked out, the *Mark Item Missing Clear Checkout Override* screen displays.

Options:

a. *Click Override* and Mark Item Missing. (enter your override password) This will remove this item/transaction from the patron record.



b. **Do Not Mark** Item Missing. Use this option if you prefer to make the item lost and keep the item linked to the patron.



Marking an Item as Missing if the Item has Holds

If the item has a hold, the *Mark Item Missing: Holds Block Override* screen displays.

Options:

- a. **Override** and Mark Item Missing. (enter your override password)
- b. Do Not Mark Item Missing.

🐨 Holds	Block Override	×			
A	Item has holds				
	This item is now being held for 22620000815257 SMITH, JEANIE (ANN)	Address			
	FIC ROW 32620000178514	Copy: 1			
	Hold block override:				
	Override & Do Not Mark Item Missing Mark Item Missing				

Item is returned after Marked MISSING

An item that is returned after being marked missing should be checked in with the check in wizard. This will return the item to the status of available.

Check In Items : Identify Item						
User Information						
Photo Not On File	User ID: Name: Profile nam Library: User categ Homeroom	MISSING <u>Missing Items</u> ne: MISSING DISTRICT ories: NONE :	MISSING Missing Items - DO NOT DELETE MISSING DISTRICT s: NONE		OK \$.00 0 5: NEVER	
Identify item Item ID:						
List of checkins						
Title	item ID	Route/Transit To	Amount Billed	Amount Paid Au	User	Mes
Big Book of Cats	32612010074999	AVAILABLE			MISSING	

Note: For more detailed information or specific questions, use HELP wizard.