

MARKING AN ITEM AS MISSING

Option A: If item is on loan:

1. Open Circulation.
2. Click the Status button and enter the item's barcode. Press Enter.
3. Click in the box in front of the patron's name in the Transaction pane to select the item.

Barcode	Patron	Transaction	Created	Due
<input checked="" type="checkbox"/>	S15	Carter, Elizabeth	Overdue Loan	24 Mar 2001 9 Apr 2001

4. Right-click your mouse on the selected item in the transaction pane. Click "Lost."
5. It will ask you to verify this action; choose Yes.

Are you sure you want to flag this item as missing or damaged?

Yes No

Display Design Mode

- Loan
- Renew
- Return
- Claimed Returned
- Claimed Never Had
- Cancel Reserve Hold
- Cancel Booking
- Lost
- Damaged
- Change Date
- Print

Item Transactions

<input checked="" type="checkbox"/>	S15	Carter, Elizabeth
-------------------------------------	-----	-------------------

NOTE: This may create a fine against the patron's account. Press F4 and click the "Claimed Paid" box, then choose OK to get rid of the fine if you wish.

Option B:

Note: It makes life a lot easier if you make sure the item is not loaned out for this option!

1. Open cataloging and use a bibliographic search to find the title of the item you wish to mark as missing. (You can also do a holdings search and search directly for the barcode if you like.

2. Double click the holding you wish to edit.

	Title	Remainder Of Title	Author	Publisher	Publication Date	Location	St
1	American cooking: Creole and Acadian,		Feibleman, Peter S.,	Time-Life Books	[1971]	KATZ	SCT

	Call Number Prefix	Classification Part	Item Part	Location	Sublocation	Barcode	On Loan
1	<input type="checkbox"/> KIT	641.5	Fei	KATZ	SCT	1KATZ00000115	
2	<input type="checkbox"/> KIT	641.5	Fei	KATZ	SCT	1KATZ00000116	

3. Right click in any field in the holding to bring up a selection menu. Choose Insert Field.

4. Scroll down to the 994 field or type 994 in the lower right hand box. Click OK.

Insert Field

841 Holdings Coded Data Values (NR)
842 Textual Physical Form Designator (NR)
843 Reproduction Note (R)
844 Name Of Unit (NR)
845 Terms Governing Use And Reproduction Not
852 Location (R)
853 Captions And Pattern--Basic Bibliographic Un
854 Captions And Pattern--Supplementary Materia
855 Captions And Pattern--Indexes (R)
856 Electronic Location And Access (R)
863 Enumeration And Chronology--Basic Bibliogra
864 Enumeration And Chronology--Supplementary
865 Enumeration And Chronology--Indexes (R)
866 Textual Holdings--Basic Bibliographic Unit (R
867 Textual Holdings--Supplementary Material (R)
868 Textual Holdings--Indexes (R)
876 Item Information--Basic Bibliographic Unit (R)
877 Item Information--Supplementary Material (R)
878 Item Information--Indexes (R)
991 Groups Information (NR)
993 Statistics (NR)
994 Status (NR)

OK Cancel

994

Holding 0000000273 - Cataloging

File View Help

Insert Field Shift+Ins
Insert Subfield Ctrl+Ins
Delete Field Shift+Del
Delete Subfield Ctrl+Del
Cut Record Shift+Ctrl+X
Cut Field Shift+X
Cut Subfield Ctrl+X
Copy Record Shift+Ctrl+C
Copy Field Shift+C
Copy Subfield Ctrl+C
Paste Ctrl+V
Move Field Up Shift+Up
Move Field Down Shift+Down
Move Subfield Up Ctrl+Up
Move Subfield Down Ctrl+Down
Find... Ctrl+F
Toggle Prompts Ctrl+T

LD
00
00
00
00
01
04
na
b SCT

Location: Location
Example: CLU

Save Cancel

After saving...
Close
Duplicate
New Bib
New Holding

Marked for deletion

Prev Next
First Last

5. Choose Status 1 (field a) or type an "a" in the lower right box. Click OK.

Insert Subfield (994 Status)

a Status 1 (NR)
b Status 2 (NR)

OK Cancel

a

Click the drop-down arrow on the right of the newly-inserted field/subfield, and select "missing" from the list. Save the record and you're done!

h 641.5
i Fei
k KIT
1KATZ00000116
Normal
MISSING
DAMAGED

991
994

Status: Status 1

Ma del
Prev
First