## Change an item status to missing

Bring up the missing item patron record (n missing) then click on the 'Holds' tab

| 👗 Sierra · Pioneerland Library                         | System · Graceville Circulation    |  |                                       |  | = 🗆 🗾  |
|--|------------------------------------|--|---------------------------------------|--|--------|
| <u>File E</u> dit <u>V</u> iew <u>Go</u> <u>T</u> ools | Reports <u>A</u> dmin <u>H</u> elp |  |                                       |  |        |
| sierra   |                                    | FUNCTION   | FUNCTION Check Out (Circulation Desk) |  |        |
| n missing  | Search                             |  | 1.20                                  | New View Edit                          | 2      |
| Name<br>Barcode<br>Expiration Date<br>Birth Date       |                                    | Patron Type<br>City/Township<br>Telephone<br>Email |                                       |  | ١      |
| Check Out 0  | Check Out                          |  | Due Stip: Print                       | Add <u>M</u> essage Change <u>D</u> ue | e Date |
| Checked-Out Items 0                                    | Barcode                            | Title  |                                       | Due Date                               |        |
| Holds 0<br>Fines \$0.00<br>Check In 0                  |                                    |  |                                       |  |        |

Click on 'Add Holds' then change the dropdown to barcode if you are searching for a barcode

| 📥 Sierra · Pioneerland Library System  | Graceville Circulation          |             |                       |
|--|---------------------------------|-------------|-----------------------|
| <u>File Edit View Go Tools Reports</u> | <u>A</u> dmin <u>H</u> elp      |             |                       |
| sierra                                 | 1 A A A                         | 150         | FUNCTION Check Out (C |
| Key or Scan Item or Patron B           | arcode Search                   |             | E New Vi              |
| Name                                   | Missing Item Patron             | Patron Type | Library               |
| Barcode                                | Browse                          |             |                       |
| Expiration Date<br>Birth Date          | <u>File Edit View Go T</u> ools |             |                       |
|  | Hold for Missing Item Patron    |             |                       |
| Check Out 0                            | b BARCODE ¥ 36601016787072      | Search +    |                       |
| Checked-Out Items 0                    | Results                         |             |                       |
| Holds 0                                |                                 |             |                       |
| Fines \$0.00                           |                                 |             |                       |

When the item comes up, make sure the correct item is selected and click on 'Hold Selected Items'

When the 'Place Hold for Available Item(s) window pops up, click on 'Place hold and change status to MISSING'



Click on 'OK' on the Place an Item-level Hold window that pops up next

| Place an Item-level H | lold                          |  |  |  |  |  |  |
|-----------------------|-------------------------------|--|--|--|--|--|--|
| Patron:               | Missing Item Patron p10545979 |  |  |  |  |  |  |
| Pickup Location:      | Graceville Public Library     |  |  |  |  |  |  |
| Not Wanted Before:    | 20                            |  |  |  |  |  |  |
| Not Wanted After:     | 20                            |  |  |  |  |  |  |
| Hold Note:            |                               |  |  |  |  |  |  |
|                       |                               |  |  |  |  |  |  |

Once the hold is placed on the Missing Item patron account, click on the hold in the holds tab and click on 'Cancel Holds' button

| Name<br>Barcode<br>Expiration Date<br>Birth Date |   |     | Miss<br>1234<br>10-01 | ing Item Patron<br>I-2029 |           | Pa<br>Ci<br>Te<br>En | atron Type<br>ty/Township<br>elephone<br>nail | Library<br>Not used                   |
|--|---|-----|-----------------------|---------------------------|-----------|----------------------|---|---------------------------------------|
| Check Out  | 0 | Hol | ds                    |                           |           | Add Holds            | <u>C</u> ancel Holds                          | <u>M</u> odify Holds V <u>i</u> ew Ca |
| Checked-Out Items                                | 0 | All | #                     | Barcode                   | Call Num  | Location             | Title   | Pic                                   |
| Holds  | 1 |     | 1                     | 36601016787072            | FAKE BOOK | paaf                 | FAKE BOOK 1                                   | Gra                                   |

When the 'Cancel Hold' window pops up, click on 'Cancel hold'

| Key or Scan Item or F<br>Browse                  | Patron Barcode Search                     |  | New                        |
|--|---|--|----------------------------|
| Name<br>Barcode<br>Expiration Date<br>Birth Date | Missing Item Patron<br>1234<br>10-01-2029 | Patron Type<br>City/Township<br>Telephone<br>Email | Library<br>Not used        |
| Check Out 0                                      | Holds                                     | Add Holds Cancel Holds                             | odify Holds View Cancelled |
| Checked-Out Items 0                              | All # Barcode                             | Call Num Location Title                            | Pickup At                  |
| Holds 1  | 1 36601016787072                          | Cancel Hold X                                      | Graceville                 |
| Fines \$0.00                                     |   | Cancel hold  |                            |
| Check In 0                                       |   | Do not cancel hold                                 |                            |
| MNLINK 0   |   |  |                            |

When the 'Question' window pops up, click on 'No'

