

Instructions for Items That are Missing

Do NOT use this procedure for items you have listed on your "paging list".

1. Retrieve "Missing Item Patron (barcode #1234) from the patron database.
2. Click on the "HOLDS" tab
3. Click on "ADD HOLDS" button.
4. Search for the title you want to change the status to "missing"
5. When you find the item click on it once so that it is highlighted
6. Click on the "HOLD SELECTED ITEM" button
7. Click on "Place hold and change status to MISSING";
8. Click "OK"
9. Repeat steps 2 – 8 for all items you want to change the status to missing
10. Highlight the item in the patron record
11. Click on the "CANCEL HOLD" button
12. Print the hold cancel notice
13. Click "NO"
14. Repeat steps 10 – 13 for all items you want to change the status to missing