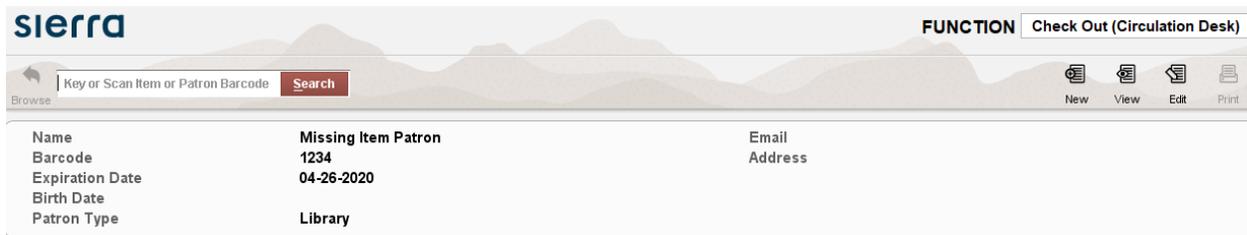


# Instructions for Items that are Missing

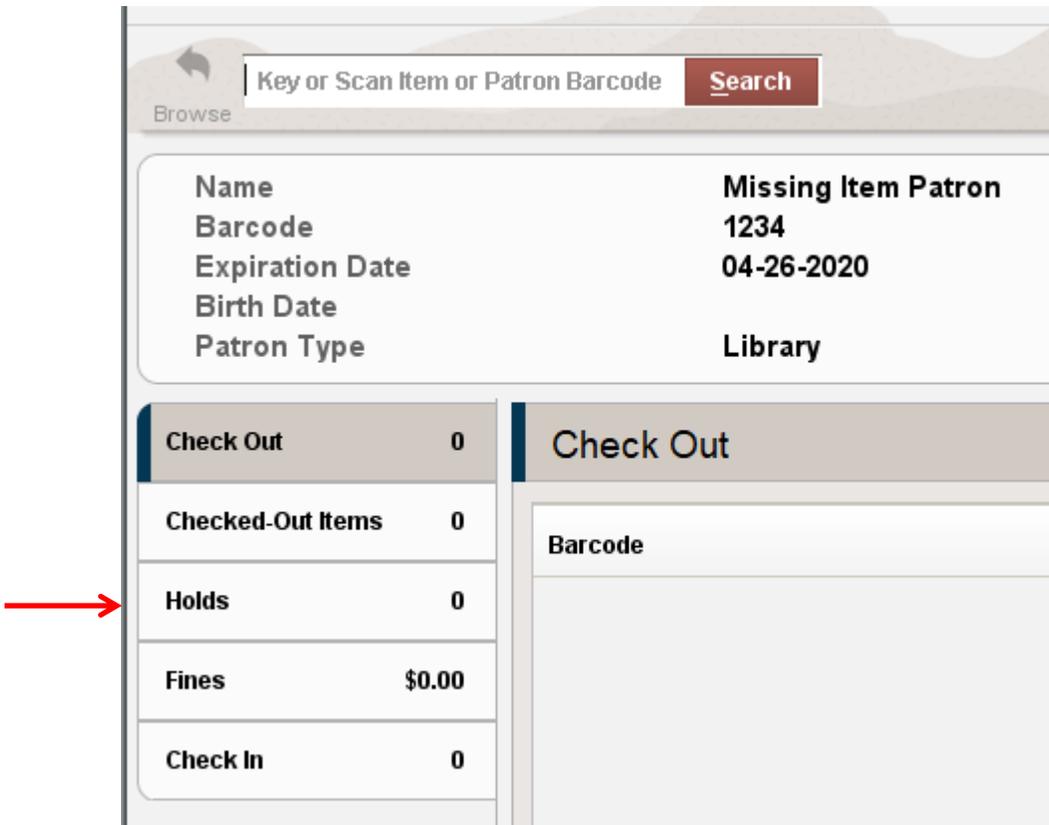
(Do NOT use this procedure for items you have listed on your "Item paging list". See separate instruction sheet.)

It is important to change the status of an item you can't find on the shelf to "missing".

1. From the Check Out (Circulation Desk) FUNCTION, retrieve the "MISSING ITEM" patron record (barcode #1234).



2. Click on the "HOLDS" tab



- Click on "ADD HOLDS" button

The screenshot shows the Sierra library system interface. At the top, there is a search bar with the text "Key or Scan Item or Patron Barcode" and a "Search" button. Below the search bar, the patron's profile is displayed with the following information:

Name	Missing Item Patron	Email
Barcode	1234	Address
Expiration Date	04-26-2020	
Birth Date		
Patron Type	Library	

Below the profile, there is a summary table:

Check Out	0
Checked-Out Items	0
Holds	0
Fines	\$0.00

To the right of the summary table is a "Holds" section with an "Add Holds" button and a "Cancel Holds" button. A red arrow points to the "Add Holds" button. Below the buttons is a table with the following columns: All, #, Barcode, Call Num, Location, Title.

- Search for the title you want to change the status to "missing". (Search by barcode if you have it)

The screenshot shows the Sierra library system interface with search results for "Platypus". The search bar contains "t TITLE" and "platypus". The results table is as follows:

Format	Description	Summary	Preview
1 BOOK	Indexed Entry: <i>Platypus</i> <b>Platypus</b> Nature's children. Set 7. Harman, Amanda, 1968- 0717255433 · 071725531X (set) J 599.29 HAR Glencoe Library Juvenile	b12078463 Available 1 Item	
2 BOOK	Indexed Entry: <i>Platypus</i> <b>Platypus</b> Riddell, Chris. 0152164936 E RIDDEL Benson Library Juvenile, Litchfield Library Juvenile	b12098206 Available 2 Items	
3	Indexed Entry: <i>Platypus</i>	b14704699	

On the left side of the results table, there is a filter menu with the following options:

- Format: BOOK (8), DVD (1), MUSIC CD (1)
- Language: English (10)
- Locations: Benson Library Juvenile (3), Cosmos Library Juvenile (2), Fairfax Library Juvenile (1), Glencoe Library Juvenile (1), Litchfield Library Juvenile (2), Montevideo Library Juvenile (1), Montevideo Library Juvenile (1), Olivia Library Juvenile (2), Renville Library Juvenile (1)

- When you find the item click on it once so that it is highlighted

Browse · b14519483

File Edit View Go Tools Window

### Hold for Missing Item Patron

← t TITLE platypus Search + Save All View Edit Summary Export Print

b14519483

**Material Type** a BOOK

**Author** Krosoczka, Jarrett, author.  
**Title** Last panda standing / Jarrett J. Krosoczka.  
**Call No.** J KROSOC  
**LOCATIONS** coj , lfj , wnj



**Summary**

Record i22949033

Item-Level Holds 0

Bib-Level Holds 0

View h Hold Hold Copy Returned Soonest Hold Selected Item Transfer Holds All

#	Recnum	Call Num	Barcode	Location	Due Date	Holds
1	i23682644	J KROSOC	36601014367786	cojf	AVAILABLE	0
2	i22732585	J KROSOC	36601013729325	lfjf	AVAILABLE	0
3	i22949033	J KROSOC	36601013798353	wnjf	AVAILABLE	0

i22949033 Not checked out 3 Attached Item Records

- Click on the “HOLD SELECTED ITEM” button

Browse · b14519483

File Edit View Go Tools Window

### Hold for Missing Item Patron

← t TITLE platypus Search + Save All View Edit Summary Export Print

b14519483

**Material Type** a BOOK

**Author** Krosoczka, Jarrett, author.  
**Title** Last panda standing / Jarrett J. Krosoczka.  
**Call No.** J KROSOC  
**LOCATIONS** coj , lfj , wnj



**Summary**

Record i22949033

Item-Level Holds 0

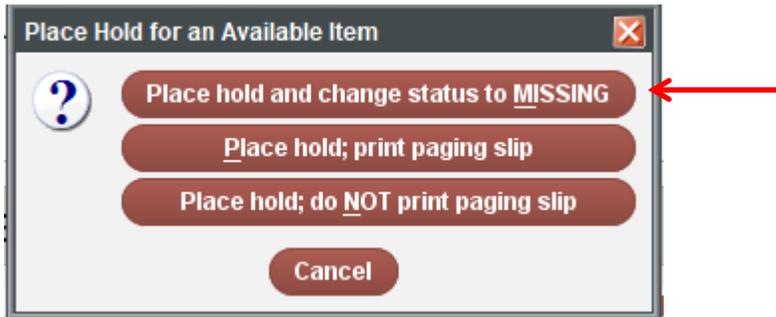
Bib-Level Holds 0

View h Hold Hold Copy Returned Soonest Hold Selected Item Transfer Holds All

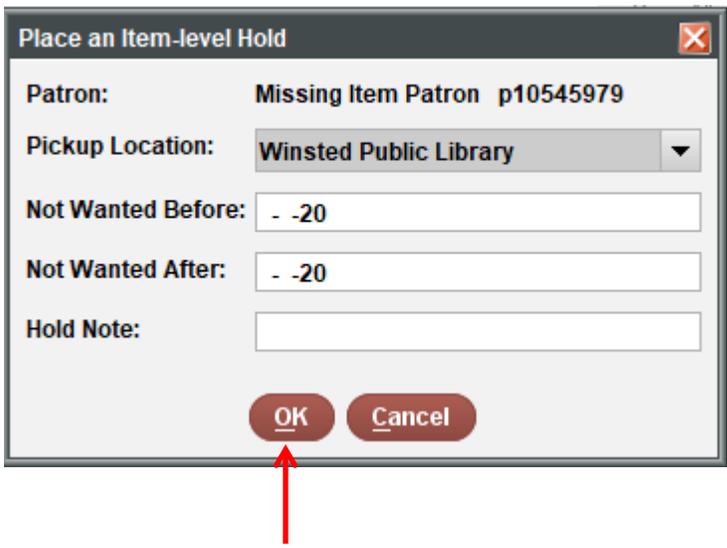
#	Recnum	Call Num	Barcode	Location	Due Date	Holds
1	i23682644	J KROSOC	36601014367786	cojf	AVAILABLE	0
2	i22732585	J KROSOC	36601013729325	lfjf	AVAILABLE	0
3	i22949033	J KROSOC	36601013798353	wnjf	AVAILABLE	0

i22949033 Not checked out 3 Attached Item Records

7. Click on "Place hold and change status to MISSING"



8. Click on **OK**



9. Click on the title to highlight the item in the patron record.

Patron Type		Library								
Check Out	0	<b>Holds</b> <span>Add Holds</span> <span>Cancel Holds</span> <span>Modify Holds</span> <span>View Cancelled Holds</span> <span>All</span>								
Checked-Out Items	0	<b>All</b>	<b>#</b>	<b>Barcode</b>	<b>Call Num</b>	<b>Location</b>	<b>Title</b>	<b>Pickup At</b>	<b>Not After</b>	<b>Status</b>
Holds	1	<input checked="" type="checkbox"/>	1	36601013798353	J KROSOC	wnjf	Last panda standing / Jarrett J. K...	Winste...		MISSING
Fines	\$0.00									
Check In	0									

10. Click on the **Cancel Holds** button

th Date  
ron Type      Library

Out      0      **Holds**      Add Holds      **Cancel Holds**      Modify Holds      View Cancelled Holds      All

All	#	Barcode	Call Num	Location	Title	Pickup At	Not After	Status
<input checked="" type="checkbox"/>	1	36601013798353	J KROSOC	wnjr	Last panda standing / Jarrett J. K...	Winste...		MISSING

11. Click on **Cancel hold**

Cancel Hold

?

**Cancel hold**

Do not cancel hold

12. Click on **No**

Question

?

Print hold cancel notice?

**No**      Yes      Cancel