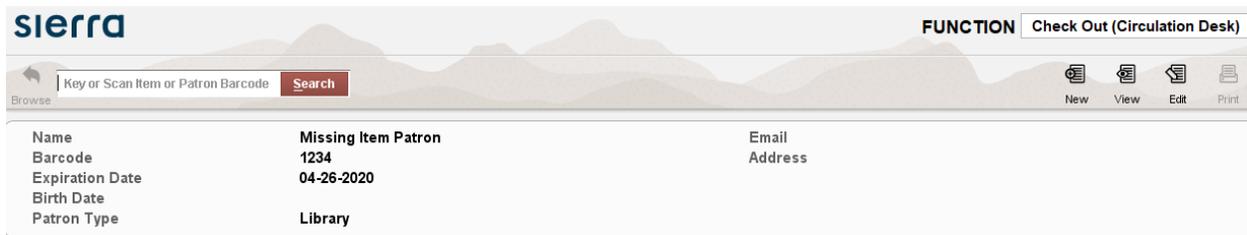# Instructions for Items that are Missing
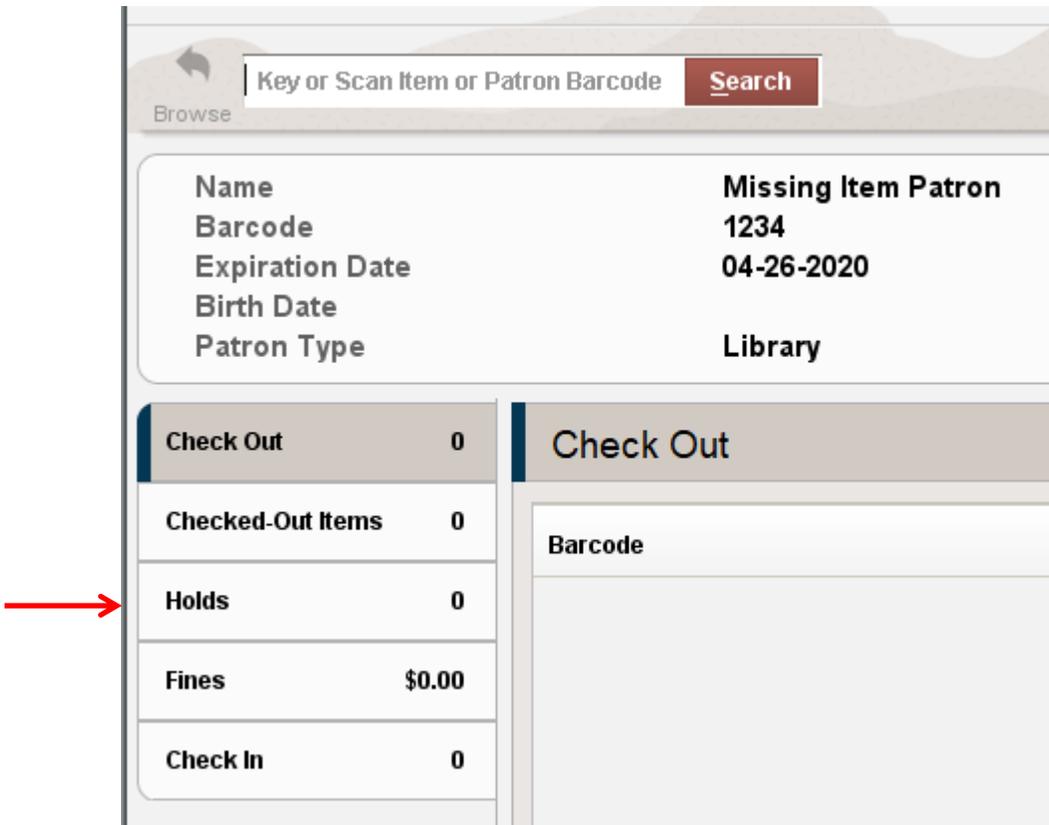
(Do NOT use this procedure for items you have listed on your "Item paging list". See separate instruction sheet.)

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

3. Click on "ADD HOLDS" button

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

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"
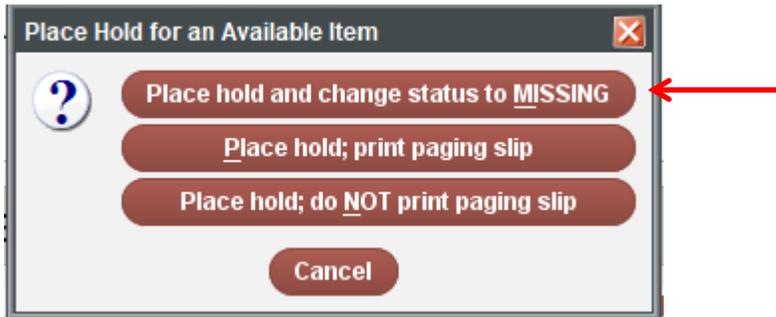
8. Click on **OK**
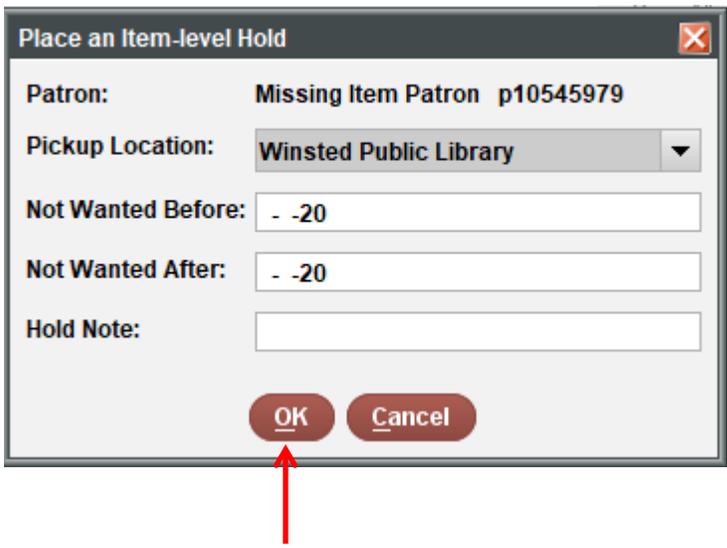
9. Click on the title to highlight the item in the patron record.

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

11. Click on **Cancel hold**

12. Click on **No**