

## QUICK TIPS

### *How do I remove records from my collections that have been Lost?*

*Let's layout a premise; usually when library materials are circulated and never returned it's assumed these items are lost. This also means that a borrower is responsible for the lost item as this item is in their current circulation.*

#### *Understanding the Library program Accounting System:*

*The Library program will not allow you to delete/remove any item that is currently in circulation, you must first remove the item by adding the lost item to the borrower account as a LOST BOOK (reference help) and assessing a fine to the borrower for accountability or by simply checking the item in; placing it into an "Available Status". **No item that is in an O – Out Status can be deleted** so never attempt to delete a patron that has current circulation always follow the above described procedure.*

*We recommend that any item that is Lost be properly managed by adding that item to the Borrower account; when this is done properly the library program automatically changes the "Status of that item to L – Lost". Lost Items should be reported before any deletion and this is another good practice that accounts for library material shrinkage. Also, "Lost items" can be added to a Lost Collection for Annual accumulation and reporting after which these items can be deleted.*

#### *Procedure Steps:*

- 1. Lost books or items need to be checked-in before deletion or items need to be checked-in through the account function where you add the lost item to the Borrower account.
  - a. Remember if you simply check-in the item you will need to remove the item, this can be done by having opened the "Quick Collection Item Search" menu from within the Circulation screen.*
  - b. If you assign the lost book to the borrower account, you again can remove this item using the "Quick Collection Item Search" or if you have a large number of borrowers who have Lost items and you want to charge the borrower account with a Lost book G3 will change the Status of the Item to L – Lost. You can run a report using the "Material Report Writer" by Status of all Items having a Status Code of L. Have the report Tag all items found with a Status code of L, this will allow for the use of the Mass Update feature to globally delete a large number of Items.**
- 2. Provided all lost Items are no longer in Active Circulation you can search out individual items using the Search/Edit Catalog to delete each item manually or if items have been changed to a Status Code of L you can Search by Status Code "L" and  tag your found records manually and use the Mass Update feature to mass delete all tagged records. Or run a report using the Material Report writer with the tagging option turned on looking for the Holding Code L - Lost status items.*