

Step 5 MISSING COPIES LIST Report

Run the **Step 5 Missing Copies List report** to get a complete, updated list of items that are now a status of Missing in your database. This includes all items missing prior to this inventory and the items missing after this completed inventory was finalized. You can check again for the missing materials before deciding to have them discarded.

Selection Criteria:

1. **Click** the gadget for Library and select your library code.
2. **Click** the gadget for Current status and select MISSING. (may include LOST, LOST-CLAIM).
3. **Click** the gadget for Item group and select the item group(s) or leave blank for all item groups.

NOTE: Library staff should check the shelves to make sure those items are really missing. If any of these items are found in a later search, scan in the items using the Check In Items wizard.

NOTE: If items are found that are checked out to a special status user such as LOST or MISSING, they should also be checked in. If the home location of a found item has been modified to a location such as DISCARDED or WITHDRAWN, carefully check status information before making any change.

4. **OPTIONAL – Discard MISSING items.**
When you're ready, NOTIFY your ITC to batch delete your MISSING items.

SAMPLE REPORT

Step 5) Missing Copies List:

Inventory: Missing Item List			
Produced Friday, April 15, 2005 at 12:22 PM			
920 LEV		1988	
Title: Secret Mission			
Personal Author: Levine, Ellen			
copy:1	id:32612000001986	library:DLLD	price:\$7.06
	cat1:BOOK	cat2:UNKNOWN	type:COLLBIOG
shelf location:AVAILABLE		created:8/25/2004	permanent
current status:MISSING			
920 PAR		1953	
Title: Scientist and his tools			
Personal Author: Parker, Bertha Morris			
copy:1	id:32612000002034	library:DLLD	price:\$5.00
	cat1:BOOK	cat2:UNKNOWN	type:COLLBIOG
shelf location:AVAILABLE		created:8/25/2004	permanent
current status:MISSING			