![INFOhio OHIO'S PreK-12 DIGITAL LIBRARY]
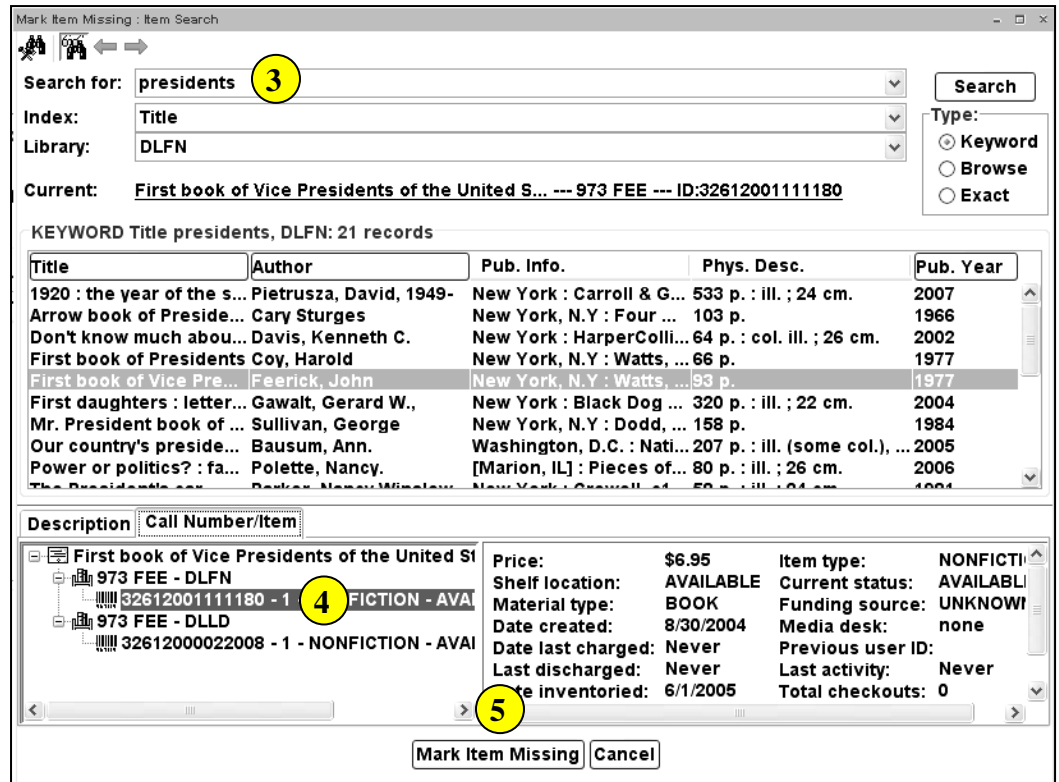
Mark an Item as Missing

Your staff may decide that an item should be marked as missing if they can not find the item in the library but the **catalog says it is available** or if the item is long overdue and you don't want the item linked to the patron. Checking out the item to MISSING user status alerts staff and shadows (hides) the item in the on-line catalog, preventing futile efforts to locate this item.

1. **Click** on Item Maintenance Wizard group.
2. **Click** on Mark Item Missing Wizard.
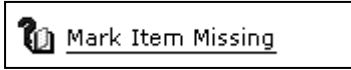
Mark Item Missing

Mark Item Missing: Item Search screen displays.

3. **Search for, scan, or type** in item barcode.

4. If more than one title displays, **select** the desired title. If more than one copy displays, **select** the desired copy.

5. **Click** Mark Item Missing button at the bottom of the screen or Cancel to cancel marking item missing.


Marking an Item as Missing When Checked Out to a User

If the item is checked out, the *Mark Item Missing Clear Checkout Override* screen displays.

Options:
a. **Click Override** and Mark Item Missing. (enter your override password) This will remove this item/transaction from the patron record.

b. **Do Not Mark** Item Missing. Use this option if you prefer to make the item lost and keep the item linked to the patron.
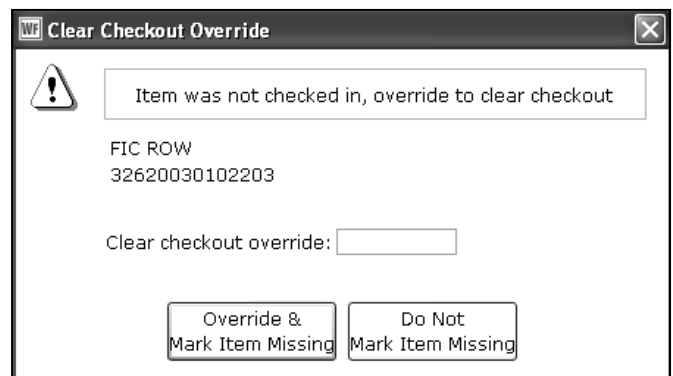
Marking an Item as Missing if the Item has Holds

If the item has a hold, the *Mark Item Missing: Holds Block Override* screen displays.

Options:

     a. *Override* and Mark Item Missing. (enter your override password)

     b. *Do Not Mark* Item Missing.

Item is returned after Marked MISSING

An item that is returned after being marked missing should be checked in with the check in wizard. This will return the item to the status of available.
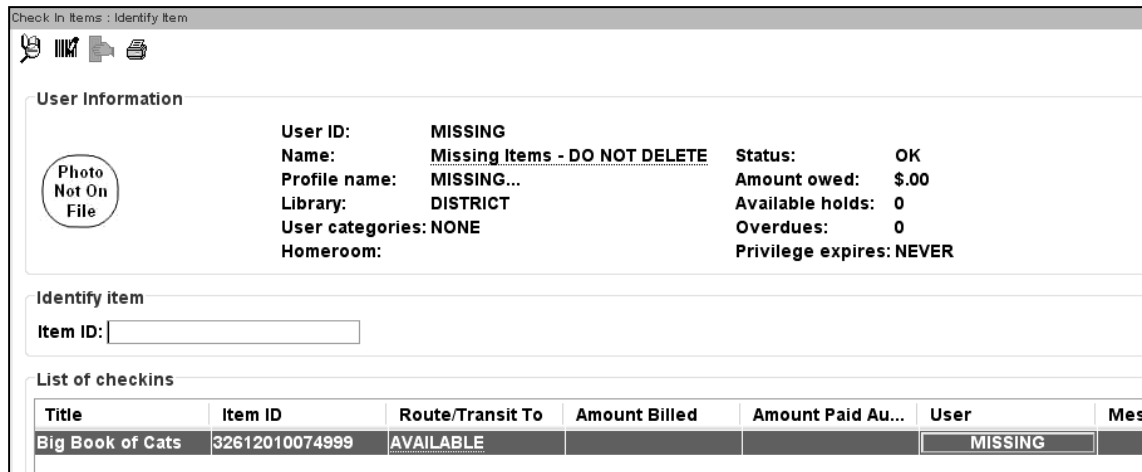
Note: For more detailed information or specific questions, use HELP wizard.