

Switching In-Transit and Transferred Materials to Missing

Items that have been in-transit or transferred for over two months can be manually converted to missing.

Missing items will automatically be deleted after one year.

Please note that patrons and the transacting library are not responsible for loss that occurs during shipping.

1. Run the In-Transit and Transferred report under Utilities > Reports and Notices > Custom.
2. Set the date to two months prior to today's date, choose your library and press submit.
3. Go through the list of items and check your shelves to see if you can find any of the items.
4. If you find an item check it in.
5. Contact the sending and receiving libraries for all items not found on your shelves and ask them to check their shelves.
6. If the sending or receiving library finds the item ask them to check it in.
7. If the item was not found at your library, the sending library or receiving library please check the item in by typing in the barcode on your check in screen.
 - a. If the item is on hold for someone – a pop up will come up asking if you would like to hold the item or transfer for hold depending if the hold is for your library or another library. Click on No. A new pop up will appear asking if you would like to reactivate the hold. Click on Yes.
 - b. If the item is not on hold the status of the item will switch to In.
8. Open up the item record and switch the status to missing.