

Missing Items

When an item is found to be missing, the STATUS in the item record is changed to **m**.

This change may be made by any library staff member who has appropriate authorization in Consort (text version or Millennium).

It is necessary for staff to change item status to **m** right away when they can't find an item as a service to patrons, so that the patron can request the item from another holding library in CONSORT or OhioLINK via PCirc.

1. Annually in May, when the academic year is over and spring semester books have been reshelved, run list of all Wooster locations for all missing items:
 - **(location >= w and location < x; status = m)** . Keep list on file.
 - Sort list by location & call number; print.
 - Printout should include location, call no., volume, copy no., title, item rec. no., barcode.
 - Printout of **wm** titles should be separated according to division of responsibilities of Shelving students (check with Shelving Manager)
 - Give docs locations (wd) to Docs staff; Science locations (wt) to Science Lib. staff; Special Collections (ws) to Spec. staff; waeq to AV Tech. Person. Keep rest of wa and all wm location items.
 - Have students check all on shelf (usually done by Shelving students).
 - For those items found, change status back to "-". Delete MESSAGE field if it contains a missing note (usually done by Shelving Manager or TS Librarian).
 - Once list is all checked, run second list against it with status still = m.
 - Run rapid update and add MESSAGE field with "Msg 6/2005" or whatever the month and year is.

2. After no. 1 is all finished, run list for things missing 2 years or more.
 - Run list with Wooster locations, **status=m, and MESSAGE has 03** (two digits for whatever year is 2 years ago) OR **by status=m and date last updated is more than 2 years ago.**
 - Sort by location and call no. as above. Printout should include location, call no., volume, copy, title, item record no., barcode, message field.
 - Check shelves one more time for items.
 - Any still missing, withdraw, keep stats, delete holdings from OCLC as appropriate (done by Cataloging - see procedures for Withdrawing items).

3. Fall break, Christmas break, Spring break (or a couple of times a year)
 - Run report on things that have gone missing since the last time a missing list was run. This is inexact .. the only way to do it is to run a list of Wooster locations, item last updated > date list was run last, status = m.
 - Have student check on shelves.
 - If item found, clear status.
 - At end, run 2nd list off of it for items with status still = m.
 - Run rapid update and add MESSAGE field with "Msg 12/98" or whatever current month and year is.

4. Every month run list of items with status changed to missing in previous month in Science library. Print list and give to Science Library Associate.

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