

## Marking Long Overdue Items as Lost

Marking long overdue items LOST, is a good way to keep your database current.

- It will bill user the cost of the book – more effective sometimes on overdue notices!
- It will shadow the item in the online catalog so other students aren't waiting for it.
- If the item is returned, just check it in. The bill will be removed and the item's status updated for you.

There are many procedures you can use. This tip has you printing barcodes for items overdue a significant amount of time, then scanning them into the Mark Item Lost wizard. This eliminates the need to search for items. This is helpful if you have a large number of items.

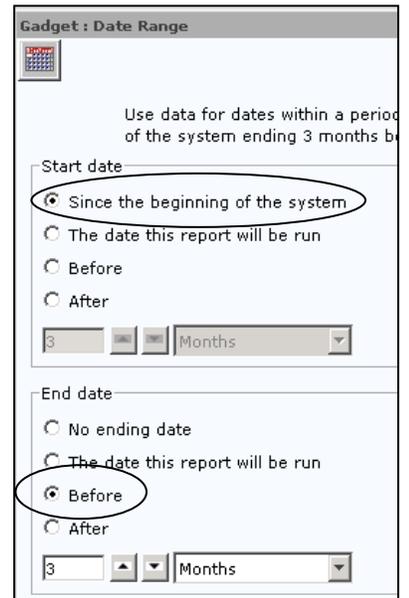
### Create Item Barcodes: INFOhio tab – LBL: Item labels

a. Basic tab – rename report – Barcodes for long overdue items

b. Item Selection tab

- Library – enter your library
- Status – use gadget to select CHECKEDOUT
- Date last checked out - Click on the Date created gadget (See 15.3 Tip Sheet if you need help using the Date Gadget)

- Click the time period gadget in  upper left corner.
- Start date – Bullet “Since the beginning of the system”.
- End date – Bullet “Before” and select the number of days, weeks, or months you consider a reasonable amount of time for an item to be checked out before considered lost.” In this example, anything checked out more than 3 months will be included.



**Gadget : Date Range**

Use data for dates within a period of the system ending 3 months before

Start date

- Since the beginning of the system
- The date this report will be run
- Before
- After

3 Months

End date

- No ending date
- The date this report will be run
- Before
- After

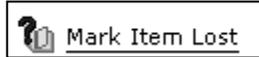
3 Months

c. Label Options

- Verify Item Barcode Labels is bulleted
- Uncheck District and School/Library if desired.

d. Save the report as a template to use again.

**Mark Items Lost**



1. **Click** on Common Tasks or Item Maintenance wizard group.
2. **Click** on Mark Item Lost Wizard.
3. **Scan** the item ID in the entry box.
4. **Click** Mark Item Lost.  
*The billing screen will display.*

5. **Enter or Edit** the amount shown in Billing Information.

- a. To see information on the user, click on his name.
- b. To see information on the item such as check out date, click on the call number.

6. **Click** Bill User.
7. **Click** OK to verify the transaction.
8. You're ready to scan the next barcode.

**Mark Item Lost : Billing for Lost Item/Processing Fee**

Billing user		<b>5a</b>			
User ID: 20401002359798	<a href="#">Arona, Colin Jeffrey</a>				
Alt ID: 235979					
For lost item					
Item ID: 30401000456594	<b>5b</b>				
Title: "Our crowd"; the great Jewish families o	<a href="#">920 BIRGINGHAM,S</a>				
Author: Birmingham, Stephen.					
Price: \$6.27					
Billing info					
Amount	<b>5</b>				
Lost item: <input type="text" value="\$6.27"/>	Payment type: <input type="text" value="CASH"/>				
Processing fee: <input type="text"/>					
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>6</b> Bill User</td> <td style="padding: 5px;">Pay Now (b)</td> <td style="padding: 5px;">Cancel Lost Item Bill</td> </tr> </table>			<b>6</b> Bill User	Pay Now (b)	Cancel Lost Item Bill
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