

PreInv 1) MISSING Copies LIST Report

1. **Run** the **PreInv 1) MISSING Copies List report** (1st Time) to identify items that are currently in the MISSING, DISCARD, WEEDDED, LOST or LOST-CLAIM location in the selected Item Group (or all Item Groups). These were marked MISSING, DISCARD, WEEDDED, LOST or LOST-CLAIM prior to this inventory.

Basic | Call Number Selection | Item Selection

WARNING! This report will list all titles that have a Status of MISSING. It should be run as a pre-inventory report and as part of the inventory process. Adjust the report name accordingly.

Report name: PreInv 1) MISSING Copies List **1**

Description: List of items missing.

Title: Inventory: Missing Item List

Footer:

2. **Click** the gadget for Current status and select MISSING, DISCARD, WEEDDED, LOST or LOST-CLAIM.
3. **Click** the gadget for Item group and select the item group(s) or leave blank to select 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 Inventory Item 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 DISCARD or WEEDDED, carefully check status information before making any change.

Basic | Call Number Selection | Item Selection

Library: KAHS

Shelf location:

Current status: LOST|LOST-CLAIM|MISSING **2**

3 Item group: COLLBIOG

Material type:

Media desk:

Sample Missing Copies List Report:

Inventory: Missing Item List

Produced Friday, April 15, 2005 at 11:14 AM

| | | | | |
|----------------------------------------|-------------------|-------------------|----------------|--|
| 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:COLL BIOG | |
| shelf location:AVAILABLE | | created:8/25/2004 | permanent | |
| current status:MISSING | | | | |
| | | | | |
| 920 RAZ | | 1989 | | |
| Title: Custer and Crazy Horse | | | | |
| Personal Author: Razzi, Jim | | | | |
| copy:1 | id:32612000001960 | library:DLLD | price:\$7.95 | |
| | cat1:BOOK | cat2:UNKNOWN | type:COLL BIOG | |
| shelf location:AVAILABLE | | created:8/25/2004 | permanent | |
| current status:MISSING | | | | |

NOTE: *If items are not found and are truly gone from the library, contact your ITC to remove these items en masse for you, BEFORE you start your inventory process!.*