



FACT SHEET

Missing items

June 2015

Someone has lost a book

If a borrower reports a book as missing when they have lost it, mark it as missing with the missing status. If it hasn't turned up by a time determined by the finance person/auditor, delete the item from the collection. It will be stored in the deleted items file, and the item number can be reused as the item is not counted as part of the collection.

If an item is missing after stocktake, give it a status of "Missing in stocktake 2015" and that way it is known how long it has been missing.

If it is separate from those books just missing after a period of time (next stocktake?), it goes into the deleted items list. If an item ever turns up it can be undeleted and reinstated at the same item number or a different item number. (See the end of this factsheet.) Set the sounds to return irregular so that there is an audible warning. Go to Controls / Circulation Controls. Click on the button Sounds.

Clean out the deleted items list periodically. Check for guidelines from auditors on how long this sort of information must be kept. In SA state schools some information is kept for 2 years and some for 7 years. (See Appendix.)

In Controls / Cataloguing List / Status Types find out which status indicates lost. In the example below it is 5 "Lost/Damaged".

No.	Description	Can be borrowed?	Can be returned?	Count
1	In stock	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	22861
2	On loan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	171
3	UNLOGGED (Dec 13)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	37
4	Repairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Lost/Damaged	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6	ON ORDER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	8
7	ACQUIRED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6
8	Processing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	349
9	Covering	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4
10	Weeding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Creating Status barcodes gives a quick and easy way to change the status of an item when it is returned.

Immediately after returning an item, you can type the word STATUS (not case sensitive) a blank space then a number. This assigns that status value to the item just returned. Having barcodes makes it easier.

To create a barcode for LOST, go to Controls / Cataloguing Lists / Status Types. Click on the Barcode button at the bottom. Choose the status types to be printed.

A user reports a book currently on loan to them as missing

Method 1

Find the number of the missing item by checking the user's circulation list in loans. Go to Returns. Return the item manually by typing in the barcode number. Then scan the appropriate barcode to instantly mark it as missing. If you don't have the status barcode, type in the word status followed by a space and the number to mark it as missing.

Method 2

Find the number of the missing item by checking the user's circulation list in loans. Go to Returns. Return the item manually by typing in the barcode. Later, go to Cataloguing / Add/Edit Items and bring up the book's cataloguing record. Change the status to the required value and save.

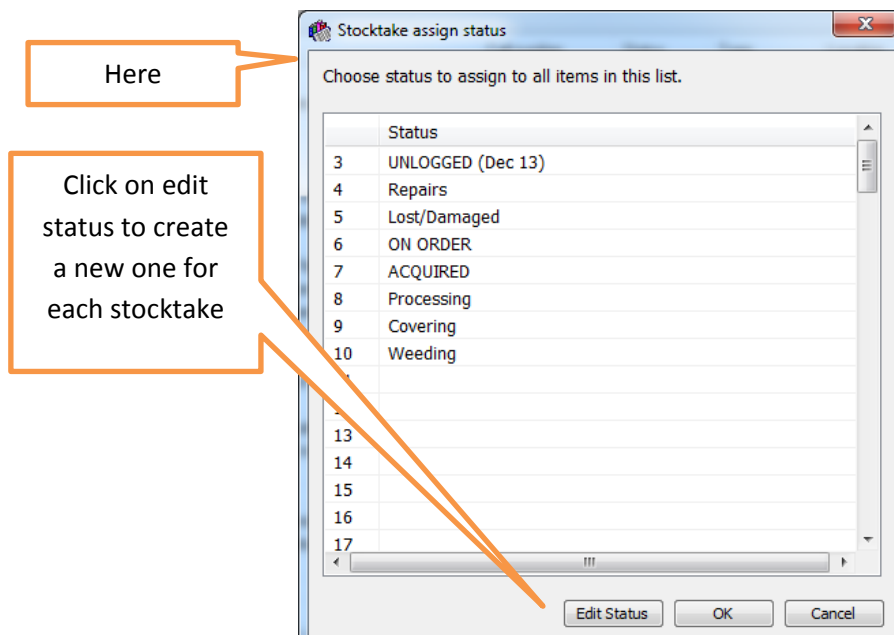
Repairs

Borrower returns a torn book. Return it, scan the REPAIRS barcode, or type status 4, and toss the book in the mending box till there is time to fix it. Once fixed just return the book again to put it back in stock.

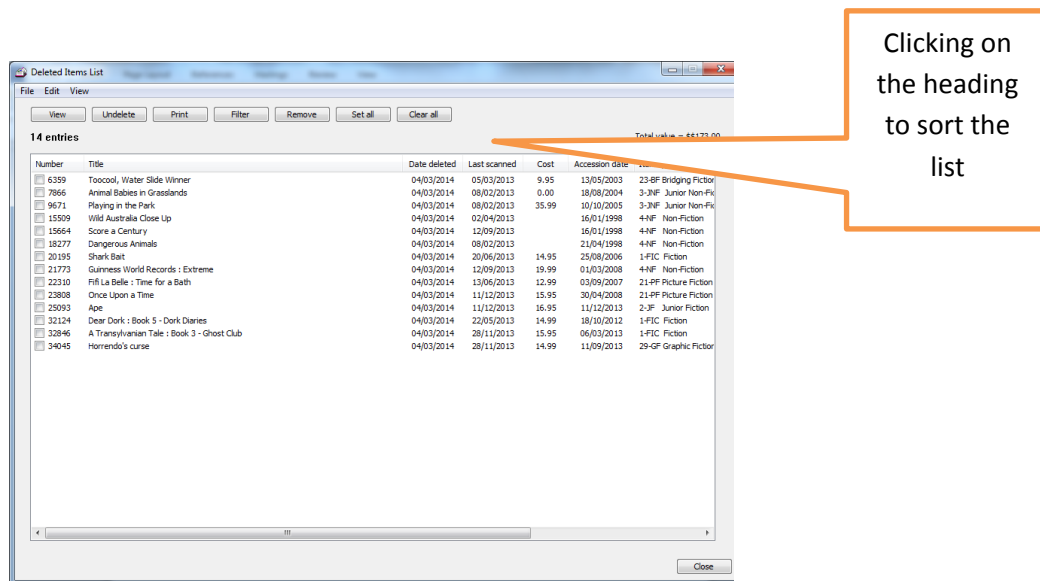
Stocktaking

When stocktaking is completed, make up the list of missing items. (See the Stocktaking factsheet or the manual) and assign the missing stocktake status.

Item	Title	Call number	Status	Type	Location	Loan date	Last scanned	Cost	Borrower
507	Black dog		1 In stock	21 PF Pictu...	1 Library	08/11/2013	08/11/2013	0	
1000	The Great Jimbo James	BF Cum	1 In stock	23 BF Bldg...	1 Library	24/10/2013	07/11/2013	7.95	34 Amanda DF
1001	The Best Pet	BF Mat	1 In stock	23 BF Bldg...	1 Library	18/03/2014	06/12/2012	7.95	3 Sarah BATTI
1002	Green Fingers	BF Rod	1 In stock	23 BF Bldg...	1 Library	18/03/2014	02/05/2013	7.95	161 Samantha
1004	Gabby's Fair	BF Kle	1 In stock	23 BF Bldg...	1 Library	18/03/2014	06/12/2012	7.95	161 Samantha
1006	What a Mess: Fang Fang!	BF Rip	1 In stock	23 BF Bldg...	1 Library	18/03/2014	02/05/2013	7.95	161 Samantha
1007	Lester and Clyde (Happy 21st Birthday)	FIC A823 Les	1 In stock	10 PIC Pict...	5 Resource	18/03/2014	26/11/2010	10.00	0
1008	The Prince of Egypt	CD 221 Pti	1 In stock	17 CD Au...	5 Resource	18/03/2014	26/11/2010	23.95	41 Daphne WF
1009	Australia's New \$10 Polymer Banknote	VID 769 95 AUS	1 In stock	11 VID/DV...	5 Resource	18/03/2014	26/11/2010		5 Pam FAULK
1011	Through Heaven's Eyes	J221.12 The	1 In stock	3 JNF Juni...	1 Library	18/03/2014	28/11/2012	19.95	0
1013	Outline Maps of Canberra, A.C.T. and Tasmania	TR 912.07 Ley	1 In stock	6 TR Tea...	5 Resource	18/03/2014	26/11/2010	59.00	1 Jane WEBB
1016	Mission: Australia	KIT 975.07 MIS	1 In stock	7 KIT Kit(m...	5 Resource	18/03/2014	19/11/2010	0.00	0
1018	Voices In The Park	JF Bro	1 In stock	2 JF Junio...	1 Library	18/03/2014	19/11/2010	0.00	0
1019	Mark Warren's Atlas of Australian Surfing	797 320994 WAR	1 In stock	4 NF Non...	1 Library	18/03/2014	12/03/2013	24.95	16 Gillian LYNI
1020	Natural or Artificial	J670 BPE	1 In stock	3 JNF Juni...	1 Library	18/03/2014	04/12/2012	16.95	34 Amanda DF
1021	Communicating By Code	J302 222 EME	1 In stock	3 JNF Juni...	1 Library	18/03/2014	25/06/2013	16.95	98 Fiona HARRI
1022	How The Telephone Works	J621 385 DEM	1 In stock	3 JNF Juni...	1 Library	18/03/2014	05/06/2013	16.95	3 Sarah BATTI
1023	Writing Movies	808 23 WAT	1 In stock	4 NF Non...	1 Library	18/03/2014	04/12/2012	16.95	3 Sarah BATTI
1024	Signs and Symbols	302 222 FLUR	1 In stock	4 NF Non...	1 Library	18/03/2014	25/06/2013	16.95	98 Fiona HARRI
1025	Communication Technologies	302 2 DEM	1 In stock	4 NF Non...	1 Library	18/03/2014	28/11/2012	16.95	16 Gillian LYNI
1026	Electricity and Magnetism	537 078 Tay	1 In stock	4 NF Non...	1 Library	18/03/2014	04/12/2012	25.95	16 Gillian LYNI
1027	Magnetism	538 078 ROB	1 In stock	4 NF Non...	1 Library	18/03/2014	04/12/2012	16.95	167 Seve FAIF
1028	Communications	384 HAW	1 In stock	4 NF Non...	1 Library	18/03/2014	29/11/2012	13.95	16 Gillian LYNI
1029	The Playground	FAR	1 In stock	1 FIC Fiction	3 Mezzanin...	18/03/2014	06/12/2012	8.95	330 Sierra MC



Deleted items list



Reports can be generated from here..
Periodically the list should be cleaned out or aged.

To undelete an item

Tick the box and press undelete to put it back in to the same number. If the number has been reused it a message will be generated.

To change the item number, when undeleting, highlight it, press details and there will be a box into which to put the new item number. Then press undelete. A message will pop up saying 1 item undeleted.

Appendix

SA DECD archiving details with comment re Bookmark in red.

Loans and returns records ; loanlog GDS22(v1): 1.19.1 – Records relating to the control of issuing and returning books – TEMPORARY Destroy 7 years after last action (i.e. School clearance forms)

School clearance forms are not mandatory. An annual backup covers this.

Edsas for purchases Donations? GDS15(v7): 9.3.1 – Records relating to the acquisition of external publications and library materials, including subscriptions to journals, orders, approvals, etc. – TEMPORARY Destroy 7 years after last action.

Covered by EDSAS

*Donations?*GDS15(v7): 9.3.2 – Records relating to publications and library materials received from other agencies or external organisations. Includes library materials. – TEMPORARY Destroy 3 months after last action.

Covered by EDSAS

*What do they mean by this one?*GDS15(v7): 9.26.5 – Records relating to maintenance of agency library and resource centre catalogues – TEMPORARY Destroy 2 years after last action.

Technical maintenance. School's issue.

*Deletions file?????*GDS15(v7): 9.34.5 – Records relating to the disposal of library materials and other information products – TEMPORARY Destroy 7 years after last action

Deletions file.

Statistics GDS15(v7): 9.40.4 – Consolidated records relating to library services provided by the agency. Includes summaries of acquisitions, loans, usersetc – TEMPORARY Destroy 2 years after last action.

The annual backup should cover this .

*Loans and returns Loanlog*GDS15(v7): 9.40.5 – Routine management of library **services?** provided by the agency including provision of materials and records of individual users, loans and inter-library loans – TEMPORARY Destroy 2 years after last action.

The Annual backup.

GDS15(v7): 9.40.6 – Reference material relating to library services including publisher's catalogues, price lists, information from other libraries and agencies, etc. – TEMPORARY – Destroy 3 months after last action.

Stocktake this is methodology. Should advise correctly GDS15(v7): 9.59.1 – Records relating to routine inventories of records, library materials and information management equipment – TEMPORARY Destroy 2 years after last action.

Manually generate report. Also covered by annual backup.

GDS 22 – <http://www.decs.sa.gov.au/docs/documents/1/GeneralDisposalSchedule22.doc>

GDS 15 – http://www.archives.sa.gov.au/files/management_GDS15_schedule.pdf