How to Declare a Lost Book

In **Patron Status**, **Items Out** view, highlight the book that you want to declare lost.

Click on the dotted line book (ghost book) icon   in the line item tool bar/cool bar.

The **Declare lost item** screen appears. You need to click on the down arrow next to each of the **Actions:** boxes. There is one for the cost of the item, one for Processing fees, and one for fines. If taking a payment, select the payment option in the **Payment method:** box.

Click on **OK.**

Declare lost item ☒

Item barcode:	32770000367383
	☐ Billed
Title:	Autumn light
Due date:	4/30/2013
Billed date:	
Patron barcode:	22770000000747
Name:	Beverly Obert

Fine

Total: $23.00

	Replacement:	Processing:	Overdue:
Charge:	$18.00	$5.00	$0.00
Paid:	$0.00	$0.00	$0.00
Waived:	$0.00	$0.00	$0.00
Amount due:	$18.00	$5.00	$0.00
Amount:	$18.00	$5.00	$0.00
Actions:	▼	▼	Leave as is ▼

Payment method: ▼

[OK] [Cancel] [Help]

The item is no longer listed in the items out view. It has been moved to the **Patron Status**, **Claims View**. You get to this status view by clicking on the Monkey Icon on the left side tool bar.

Note: You can have default settings for the **Declare lost item** window. To submit your action options go to the **Forms** tab on the SHARE website. Complete the forms titled,

Lost Item Recovery Default Actions Options (unpaid)
and
Lost Item Recovery Default Actions Options (paid)