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**.
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)