



How to Declare a Lost Book

Barcode: 2277000000747 Name: Beverly Obert

Acct charges:	\$0.00	Patron code:	Resident-Adult
Acct credit:	\$0.00	Registered branch:	Atwood-Hammond Public Library District (ATAP-ZDE)
Items out:	4	Address:	308 N Missouri, Box 618 ATWOOD, IL 61913
Total overdue:	0	Birth date:	
Claims/Lost:	0/0	Expiration date:	5/25/2013
Items held:	0	Phone 1:	217-578-2515
Total holds/ILL:	0/0		

Items Out

Item Barcode	Title	Author	Due Date	Call Number	Material Type	Renewal	Assigned Br...
32770000367383	Autumn light	Walsh, Dan, ...	4/30/2013	FIC WAL C C	Book	1 of 1	Atwood-Ha...
32770000367516	Finding grace	Rodgers, An...	4/30/2013	FIC ROD C C	Book	1 of 1	Atwood-Ha...
32770000363713	Pieces of the past	Davis, Susan...	4/30/2013	FIC DAV	Book	1 of 1	Atwood-Ha...
32770000367391	A midnight clear	Berg, Patti.	5/4/2013	FIC BER C C	Book	1 of 1	Atwood-Ha...

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 [X]

Item barcode: Billed

Title:

Due date:

Billed date:

Patron barcode:

Name:

Fine

Total:

	Replacement:	Processing:	Overdue:
Charge:	<input type="text" value="\$18.00"/>	<input type="text" value="\$5.00"/>	<input type="text" value="\$0.00"/>
Paid:	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Waived:	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Amount due:	<input type="text" value="\$18.00"/>	<input type="text" value="\$5.00"/>	<input type="text" value="\$0.00"/>
Amount:	<input type="text" value="\$18.00"/>	<input type="text" value="\$5.00"/>	<input type="text" value="\$0.00"/>
Actions:	<input type="text"/>	<input type="text"/>	<input type="text" value="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)