



An Item's Two Locations



Home location



Current location (status)



Home location = Current location
(item on library shelf)

Status: ordered from vendor

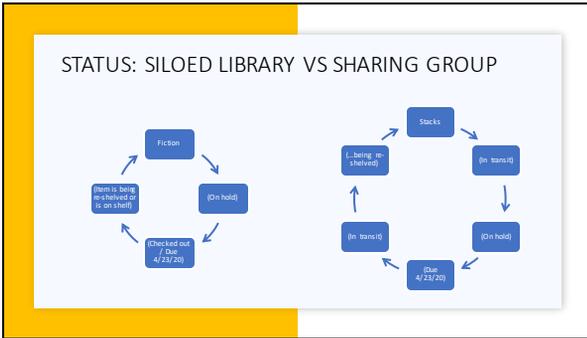


STAFF	END	ONLINE	CATALOG
ON-ORDER		(On order)	

Status: being processed



STAFF	END	ONLINE	CATALOG
INPROCESS		(Material being processed)	
CATALOGING		(Material being cataloged)	



Status: Missing / Trace

STAFF END	ONLINE CATALOG
FICTION	Fiction

STAFF END	ONLINE CATALOG
MISSING / TRACE	(Search in progress for missing item)

WHAT TO DO WITH MISSING ITEMS

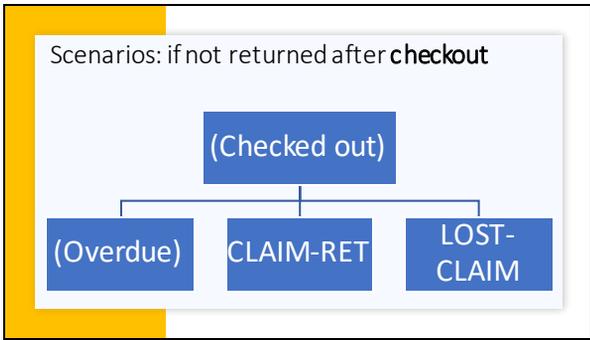
DO NOTHING (NOT RECOMMENDED)

Staff see MISSING.
Patrons see "Search in progress..."
Library pays for stuff not on the shelf.

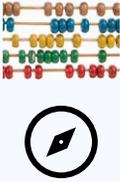
COMPLETE THE CYCLE

Take a sec.
What's your library's current practice?





Patron claims she returned or lost the item...



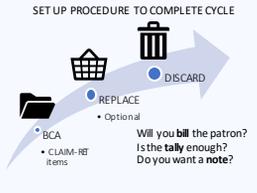
STAFF ACTION	PATRON ACCOUNT
User Claims Returned wizard	Checkout stays, but inactive. Status: CLAIM-RET Not billed but tallied.
STAFF ACTION	PATRON ACCOUNT
Mark Item Lost wizard	Checkout stays, but inactive. Status: LOST-CLAIM May be billed.

WHAT TO DO WITH ITEMS CLAIMED RETURNED

DO NOTHING (NOT RECOMMENDED)

Staff see CLAIM-RET.
Patrons don't see anything.
Library pays for stuff not on the shelf.

SET UP PROCEDURE TO COMPLETE CYCLE



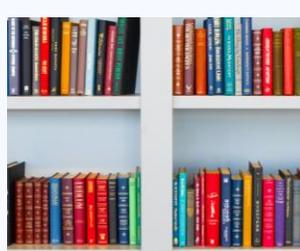
• BCA
• CLAIM-RET items

• REPLACE
• Optional

• DISCARD

Will you bill the patron?
Is the tally enough?
Do you want a note?

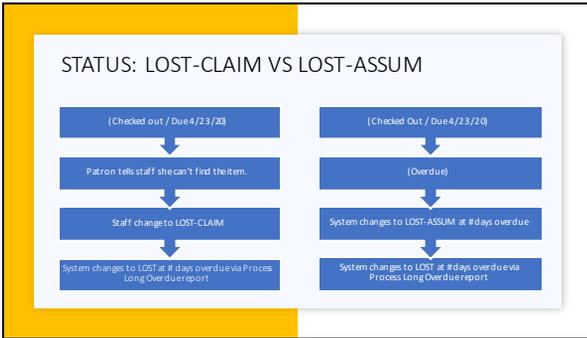
Take a sec.
What's your library's current practice?

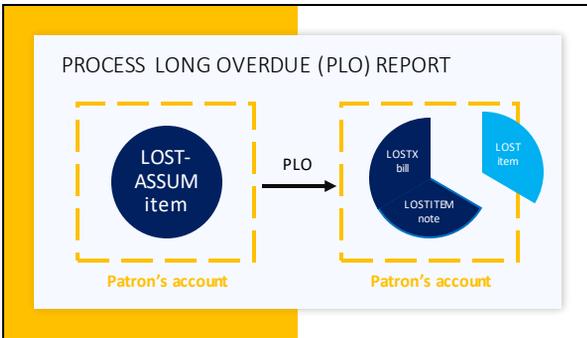


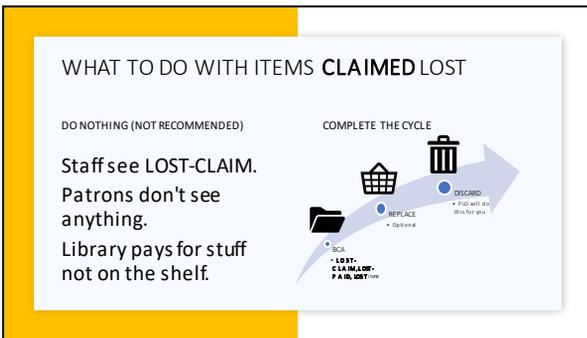
Scenarios: if not returned after **overdue**



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graph TD; A["(Overdue)"] --> B["LOST-CLAIM"]; A --> C["LOST-ASSUM"]; A --> D["CLAIM-RET"]
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WHAT TO DO WITH ITEMS ASSUMED LOST

DO NOTHING (NOT RECOMMENDED)

Staff see LOST-ASSUM.
Patrons don't see anything.
Library pays for stuff not on the shelf.

COMPLETE THE CYCLE

Take a sec.
What's your library's current practice?

REFERENCES

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