

Appendix C:
Updated Item Search Process
FY2013

Process Steps	Status Change	Action Steps	Status Time Span
1		1. Item not located 2. Circulation notified of non-located item. 3. Circulation staff searches for item. 4. If not located, additional library staff member searches for item.	FYaaa
2	Missing	1. Item not located. 2. Circulation staff changes item status in Millennium to "missing" ("on search" no longer in use) and inserts a note in the item record: MISSING [mmm] [yy]. Example: MISSINGJUL13. Circulation staff adds a pop-up message to the item record "MISSING OR LOST ITEM, BRING TO CIRCULATION STAFF". 3. Items retain "missing" status until found or until start of next fiscal year (regardless on when during current fiscal year they were changed to "missing"). 4. Any "missing" items located during the year must be brought to circulation staff to have item notes and pop-up removed from record.	FYaaaa 1 day-1 year
3	Missing and Lost	1. Circulation runs a list of all missing and lost items. 2. Work-study students and circulation staff search for missing and lost items.	FYaaaa End of Fall
4	Missing and Lost	1. Circulation runs a list of all missing and lost items. 2. Work-study students and circulation staff search for missing and lost items.	FYaaaa End of
5	Lost	1. At the start of the new fiscal year, cataloging changes all items with "missing" status to "lost" status. 2. Cataloging adds a note to the item record: LOST [mmm] [yy]. Example: LOSTJUL14. 3. Any "lost" items located during the year must be brought to circulation staff to have item notes and pop-up removed from record.	FYbbbb 1 year
6	Missing and Lost	1. Circulation runs a list of all missing and lost items. 2. Work-study students and circulation staff search for missing and lost items.	FYbbbb End of Fall
7	Missing and Lost	1. Circulation runs a list of all missing and lost items. 2. Work-study students and circulation staff search for missing and lost items.	FYbbbb End of
8		1. At the start of the third fiscal year of the cycle, library staff members perform a final search for "lost" items. Cataloging prints a list of those materials not located for professional staff members to determine what materials will be replaced. 2. The "lost" records are purged from the library catalog.	FYcccc