

4.15 ENTERING LOSS OF MATERIAL

Use the procedure when you wish to enter the loss of the material that you still wish to keep in the member's records until the payment method for the lost material is agreed upon with the member.

Precondition

Only copies that were on outside loan or reading room loan can be entered as lost (status *C* or *S*).



Note:

For material that is put on loan as a set, enter the loss of individual set items or of the complete set in the way that is described in chapter 4.16.

Procedure

1. Highlight the **Member** class and select the **Class / Home library material** method.

The **Search by key** window will open.

2. Select the member.

Find the member by the membership card number or by some other data (see chapter 4.1).

The **Home library material** window will open.

3. Find the copy in the list of entered material and double-click the status *C* or *S* (1st column).

The **Status selection** window will open.

4. In the window, select the status *LOST* and click **OK**.

The status of the entered material will change from *C* or *S* to *L – lost*. When calculating the status *L* expiration date, the time parameter *res.* (status *R*) will be taken into account.

The date of entering the loss is entered under “Date of loss”, which will be displayed in the 1st row of the 6th column.

When entering the lost item, the number of lost items will be automatically increased under the data on the member conduct under “Lost material (LOAN)”, and in the **Home library material** window, the note indicator *LST* will be displayed in the upper right corner of the screen.

If the loan period for the material has already expired and the library charges a fine for this type of material, you can enter debts for the fine.

If the material is reserved for another member, the material will *not* be allocated to this member when entering the loss.

On the lending form, the material that was entered as lost will be displayed in a special table.

A member can receive an overdue notice for the entered lost item when the status *L* validity date expires.

If a member after a certain period of time finds the item and returns it to the library, debts can be cleared for the member by putting the item on loan first and returning it after that.

Procedure

1. Highlight the **Member** class and select the **Class / Home library material** method.

The **Search by key** window will open.

2. Select the member.

Find the member by the membership card number or some other data (see chapter 4.1).

The **home library material** window will open.

3. Find the copy on the list of entered material and double-click the status *C* or *S* (1st column).

The **Status selection** window will open.

4. In the window, select the status *LOST* and click **OK**.

The status of the entered material will change from *L – lost* to *C – outside loan*.

5. Return the item by clicking the **Return** button.

The number of lost items under the member details will be decreased by one item.

If a member does not find and return the lost material after some time, the lost item will be deleted from the member's records.

Procedure

1. Highlight the **Member** class and select the **Class / Home library material** method.

The **Search by key** window will open.

2. Select the member.

Find the member by the membership card number or by some other data (see chapter 4.1).

The **Home library material** window will open.

3. Highlight the lost item (status *L*) and click **Return**.

The **Lost material** window will be displayed.

4. If you wish to highlight the item as lost and disable the loan, select the item and click **OK**.

To the holdings data under “Status” (subfield 996q), value *8 – lost* is entered, and under “Loan restriction” (subfield 996u), *0d* is entered.



Note:

*If you click **Cancel** in the **Lost material** window, you must manually mark that this is a lost item in the holdings data; if not, the status Available will be displayed for this item, which is incorrect.*

If the material is reserved, when deleting the lost item from the member's records, it will be automatically checked whether there are any items without restriction available for loan.

- If an item without restriction *exists* and is **on loan**, the reservation entered for the member will not be deleted.
- If a copy without restrictions *exists* and is **available**, the reservation (status *R*) will be automatically deleted, and the reservation for the available material (status *O*) will be entered.

A notification with data on the member who has reserved the material and a notification about changing the reservation will be displayed.

- If an item without restrictions *does not exist*, the reservation will be automatically deleted.

If there are several members on the list of reservations for this material, the reservation will be deleted for all members and a note about this will be displayed at the same time.

Options

Debts for the lost material are entered manually for the member.

The number of lost copies for the member will not change; for this reason, the note indicator *LST* will still be displayed in the **Home library material** window. If you wish that the indicator is not displayed for the member, delete the number of lost copies under "Lost material (LOAN)" in the **Member** editor.