

Here is a method for deleting titles out of the catalog that have been LOST or Damaged.

Today Marlene and I received payment for damaged books. After we completed the payment steps, we followed this routine to remove the copy from the catalog. Otherwise, the catalog says the damaged book is still available for check out.

This would not be the procedure to use to delete books via **weeding**, **but** if a book is LOST, you don't want it to show up on your catalog because then students keep asking you where it is.

- 1) Go to the Catalog tab
- 2) Type in title of book
- 3) Find the book and using the cursor, slide across to the right to locate the words "3 of 3 available", etc. -- The **black font will change to blue** when the cursor reaches 3 of 3 available)
- 4) Click on **3 of 3 available (or whatever your collection has for this book)** on right side of the screen
- 5) New screen will appear
- 6) Click on the word **Available** for the barcode of the LOST or Damaged book.
- 7) New screen will appear.
- 8) On the right side of the screen is an icon for "Mark Lost"
- 9) Click on the icon
- 10) Now the LOST or Damaged book is out of your catalog.