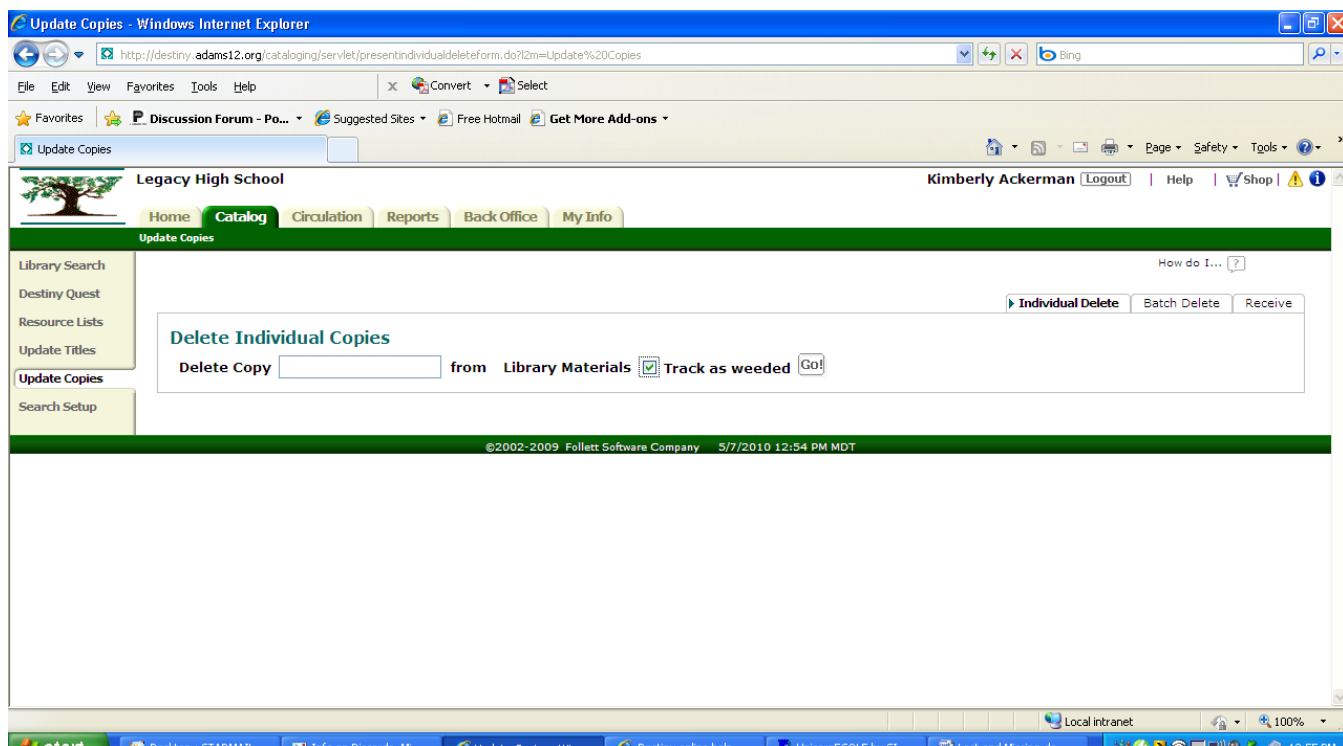


Run Lost and Missing reports in Sirsi..... details below the screenshots.

The screenshot shows the main window of the UnicornECOLE by SIRSI application. The 'Selection Criteria' tab is active, displaying various search and selection options. The 'Search string' field is empty. Below it, there are radio buttons for 'Shadow' (Yes, No, Both). The 'Title Selection' section includes fields for 'Format', 'Accountable' (Yes/No), 'Review record' (Yes/No), 'Date created', 'Created by', 'Date cataloged', 'Date modified', 'Modified by', 'Publication year', 'Number of libraries', 'Number of call numbers', 'Number of copies on order', 'Number of title holds', 'Number of total holds', and 'Shadowed' (Yes/No/Both). The 'Call Number Selection' section includes fields for 'Library', 'Call number range', 'Class scheme', 'Number of copies', 'Number of call holds', 'Number of copies on reserve', and 'Bound-with'. At the bottom, there are buttons for 'Run Now 1', 'Schedule 2', 'Save As Template 3', and 'Cancel 4'. The UnicornECOLE logo is visible in the bottom right corner.

The screenshot shows the 'Gadget: Location' dialog box in the UnicornECOLE by SIRSI application. The 'Contains' radio button is selected. The 'Select one or more names' section shows two lists: 'List to choose from' and 'List selected'. The 'List to choose from' contains the following items: AVROOM, BINDERY, CAREERSHEL, CATALOGING, CHECKEDOUT, DISCARD, EASYFICTIO, FICTION, HOLDS, ILL, INPROCESS, INTRANSIT, LONGOVRDUE, LOST, LOST-ASSUM, LOST-CLAIM, LOST-PAID, MATH-SCIEN, MISSING, MOVED, NONFICTION, ON-ORDER, and ON-SHELF. The 'List selected' contains the following items: LOST, LOST-ASSUM, LOST-CLAIM, LOST-PAID, and MISSING. The 'OK 1' and 'Cancel 2' buttons are at the bottom.



May 6, 2010

Lori Erickson and I are running Discard reports from Sirsi and we are discarding those books in Destiny for you. If you want to do your own, I could send you your list, but we will do this for you, unless you have some excellent but bored parent volunteers.

What you want to do is run your Missing and Lost lists in Sirsi. These books may or may not be coming back to your collection - it will be up to you to decide if you want to discard the books on that list or not. See attached screenshots for more help.....

To run the missing and lost lists in Sirsi:

Schedule a New Report: List Bibliography is the one I suggest

One the Selection Criteria Tab, scroll down to Copy Selection area. Make sure your school name is in Library:

Under Shelf location: use the gadget to choose all the Losts and Missing. *Don't choose discard, since we are already removing those for you

Run your report.

*Note: it's possible your library put missing and lost books into the Current Status section as Lost or Missing (rather than the Shelf Location option). If you want to add the Losts and Missing to Shelf Location also, you can do that to make sure you get everything.

If you choose to discard those books in Destiny:

Go to Catalog tab, Update Copies on the options menu (on left) and then you'll see Delete Individual Copies

Notice the box for Track as Weeded. Click this box to keep a list of all books you've discarded. You cannot run a discard report (at least, not that I can find so correct me if you found one), but you can run a Weeded Items report. For stats and to replace titles you've weeded, you'll probably want that box checked at all times.

Enter the copy number (starts with 3185....) in the box to delete the item. These items are deleted right then and there's no changing your mind. If you deleted something that turns up, you'll have to send the info to Lori to create that record for your library again.