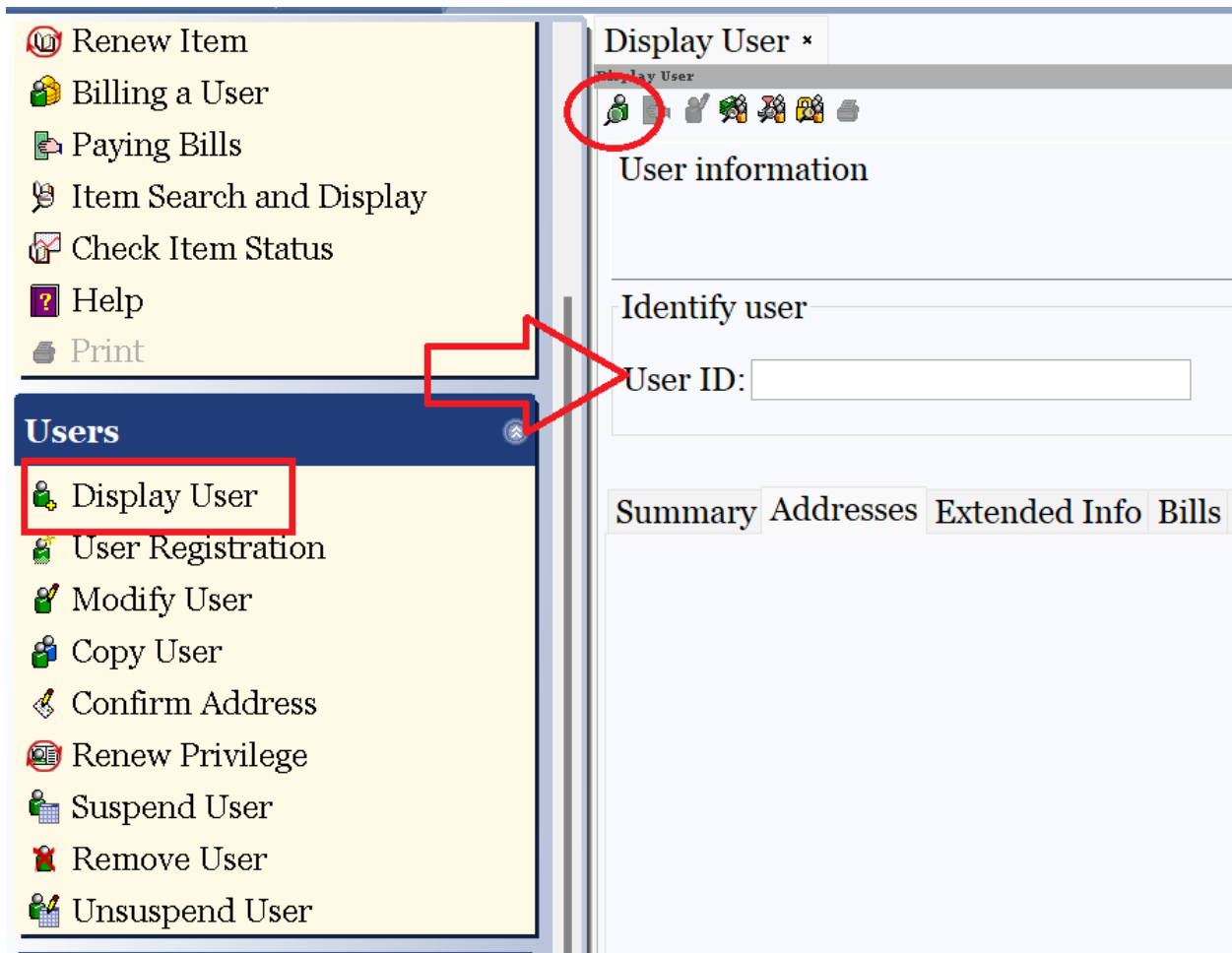


Discarding a Lost Item from a Graduated Student Procedure

Last updated: September 11, 2024

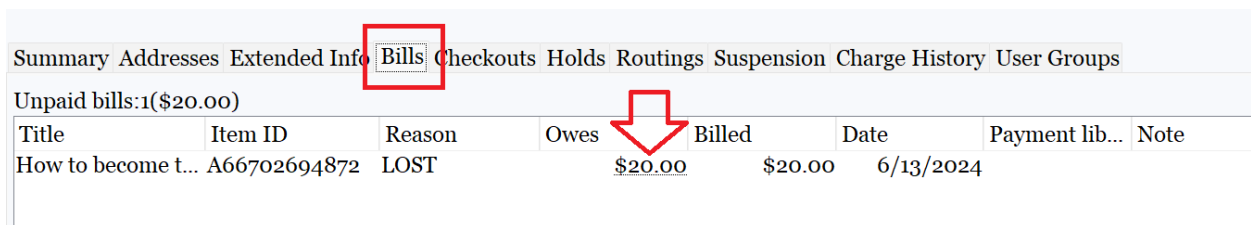
Note This should only be done with items that belong to your library. If it belongs to a different library, please contact them about the issue.

Step 1: Look up the student



The screenshot shows the library system interface. On the left, a navigation menu is visible with the 'Users' section expanded. The 'Display User' option is highlighted with a red box. A red arrow points from this menu item to the 'Display User' form on the right. In the form, the 'User ID' field is highlighted with a red box, and a red circle highlights the 'Display User' icon in the top toolbar.

Step 2: Find the lost item in the Bills tab. Click on the price of the item



The screenshot shows the library system interface with the 'Bills' tab selected. A table of unpaid bills is displayed. The 'Owes' column for the first row is highlighted with a red box, and a red arrow points to the '\$20.00' value.

Title	Item ID	Reason	Owes	Billed	Date	Payment lib...	Note
How to become t...	A66702694872	LOST	\$20.00	\$20.00	6/13/2024		

Step 3: Ctrl+C (copy) the item ID of the lost item

Display User : Glossary

Item information
Title: How to become the Dark Lord and die trying ID: A66702694872
Author: Wexler, Django, author.
Call#: FIC WEX
Copy: 1

Charge information
Date charged: 6/13/2024,15:13 Date due: 7/15/2024,23:59
Checkout library: AG_ALS-PDC
Circulation rule: AG_31NO2U

Bill information
Billed: \$20.00 Tax: Reason: LOST
payments: 0 Date: 6/13/2024 Last notice:
Still owes: \$20.00 Number of notices: 0 Library: AG_ALS-PDC
Transaction date: 6/13/2024 Date paid:

Payments:
NONE

Note:

Step 4: Ctrl+V (paste) the lost item ID into the Fine Free Discharge wizard and hit enter. This will remove the lost item from the student's account.

Common Tasks

- CheckOut
- Discharge (Checkin)
- Fine Free Discharge**
- Discharging Bookdrop
- Renew User
- Renew Item
- Billing a User
- Paying Bills
- Item Search and Display
- Check Item Status
- Help
- Print

Fine Free Discharge *
Fine Free Discharge : Identify Item

User Information
User ID:
Name: Status: Library:
Profile name: Amount owed: Available holds:
User categories: Overdues:
Group ID: Ctrl+V

Identify item
Item ID:

List of discharges

Title	Item ID
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Step 5: Open the CheckOut wizard and enter the Discard User. The lost item *should* be the information in the Current box. Click on that and hit enter to check the item out.

CheckOut ×

CheckOut

User Information

Name:	DISCARD/EH_EPEO-HS	Status:	OK	Library:	
Profile name:	DISCARD...	Amount owed:	\$0.00	Available hol	
User categories:	Y	Overdues:	0	Checkouts:	
Group ID:		Privilege expires:	NEVER		

Identify user

User ID:

Identify item

Item ID:

Current:

List of checkouts



This will remove the bill and the lost item from the graduated student's account and remove the lost item from the catalog so that no one will be searching for it next year.