



Discarding a Lost Item from a Graduated Student Procedure

Last updated: July 28, 2026

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

Renew Item
Billing a User
Paying Bills
Item Search and Display
Check Item Status
Help
Print

Users

- Display User
- User Registration
- Modify User
- Copy User
- Confirm Address
- Renew Privilege
- Suspend User
- Remove User
- Unsuspend User

Display User *

User information

Identify user

User ID:

Summary Addresses Extended Info Bills

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

Summary	Addresses	Extended Info	Bills	Checkouts	Holds	Routing	Suspension	Charge History	User Groups
Unpaid bills:1(\$20.00)									
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

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: D355631948

Identify item

Item ID: Current: How to become the Dar...
FIC WEX
A66702694872

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.

Questions: Please contact the RSA Help Desk at help@librariesofrsa.org or 866-940-4083.