

Manage the Lost Copies list Destiny® Library Manager™/Destiny® Textbook Manager™)

From this list, you can review your Lost copies, mark them accounted-for when you locate them, or delete them permanently when you are sure they cannot be found.

If you finalized an inventory and selected **Mark all unaccounted for copies "lost"** on the confirmation message by mistake, you can reset those copies back to Unaccounted-for.

You can also permanently delete all the lost copies at once.

To do a pre-finalize check of your lost copies

Before finalizing your inventory, you can review the list of lost copies.

To sort the list, select the order from the *Sort by* list and click **Go!**. Click again to invert the order (ascending to descending).

To take the list to your shelving or storage locations, click **Printable** for a printable page.

If you can locate any of the copies that had been Lost, click **Found** on the *Lost Copies* list to account for it and change its copy status to Available. You could also scan or enter it on the main *Inventory* page. In Textbook Manager, Lost copies without barcode numbers may appear on the list. You cannot, however, mark them as **Found**.

To delete a lost copy from the collection permanently, click **Delete** on the list.

To reset all the Lost copies to Unaccounted-for

If you have finalized an inventory and selected **Mark all unaccounted for copies "lost"** on the confirmation message by mistake, you can reset the copy status to Available.

1. Scroll to the bottom of the list.
2. Click the calendar icon adjacent to *Reset all [copies] marked "lost"* on and select the date on which you made them lost.
3. Click **Reset "Lost"**, and then **Yes** on the confirmation message.

For each copy reset, the copy status changes from Lost to Available. For copies whose last seen date is earlier than the inventory start date, the inventory status also changes from Accounted-for to Unaccounted-for.

Reset "Lost" resets only copies that were marked Lost by *Inventory*.

Reset "Lost" does *not* reset any copies that had been checked out and then lost by a patron (and thus, accounted for). **Reset "Lost"** skips those; they remain Lost.

For Textbook Manager only:

Reset "Lost" resets only copies that were marked Lost by *Inventory* and were not checked out at the time.

If you included checked-out copies in the inventory and then chose **Mark all unaccounted for copies lost** when finalizing, **Reset "Lost"** cannot reset those copies back to Checked Out; they remain Lost.

Reset "Lost" does not reset copies without barcode numbers; they remain Lost.

To make these copies Available, retrieve the title in the *Catalog*, and then click **Found** on the *Copies* tab.

To delete all the lost copies

You can delete the copies that were marked lost on or before a particular date.

1. Scroll to the bottom of the list.
2. Click the calendar icon adjacent to *Delete all copies marked "lost" on or before* and select the date.
3. Click **Delete All**, and then **Yes** on the confirmation message.

Delete All deletes copies that have been checked out and then lost by patrons as well as copies that were marked Lost by *Inventory*.

You may want to retain a list of these lost copies. Before deleting them, you can save or print out the Lost Copies list by clicking **Printable** and using your browser's command or button.

For more information on the lost copies (who lost them and whether there is an outstanding fine), generate a *Title & Copy List*, limiting the report to *Show Titles With "lost" copies*.

Copies deleted here are included in the *Weeding Log* that you can generate in *Reports*.

