



## How to mark an item as missing in Koha

1. Click **Search the catalog** and look up the item
2. Click the **Title** of the item to get to the details page

The screenshot shows the Koha catalog details page for the book "Edge of danger" by Jack Higgins. The page includes a left sidebar with navigation options like "Return to results", "Normal", "MARC", "ISBD", "Items", "Holds (0)", "Checkout history", and "Modification log". The main content area displays the book's title, author, material type (Book), publisher (Thorndike Press), description (341 p., large print), ISBN (078623170X), and subject(s) (Presidents -- Assassination attempts -- Fiction). Below this is a "Holdings" section with a table. The table has columns for Item type, Current location, Home library, Collection, Call number, Status, Last seen, Barcode, Copy number, and Materials specified. The first row shows a "Large Print" item at "Chautauqua-Cattaraugus Library System" with a barcode of "3196604464836" highlighted in a red box. The table also includes filter options like "Activate filters", "Select all", and "Clear all".

Item type	Current location	Home library	Collection	Call number	Status	Last seen	Barcode	Copy number	Materials specified
LP CCLS Large Print	Chautauqua-Cattaraugus Library System	Chautauqua-Cattaraugus Library System <i>Large Print</i>	Fiction	LARGE PRINT FICTION HIGGINS, JACK	Available	02/21/2019	3196604464836	1	. LPCCLS

3. Click the item's **barcode** number to get to the More detail page



4. Change the **Lost status** drop-down to **Missing** and Click **Set status**

**Barcode 3196604464836**

**Item information** [\[Edit Item\]](#)

<b>Home library:</b>	Chautauqua-Cattaraugus Library System
<b>Item type:</b>	CCLS Large Print
<b>Collection:</b>	Fiction
<b>Item callnumber:</b>	LARGE PRINT FICTION HIGGINS, JACK
<b>Copy number:</b>	1
<b>Replacement price:</b>	32.94
<b>Materials specified:</b>	. LPCCLS

**Statuses**

<b>Current location:</b>	Chautauqua-Cattaraugus Library System
<b>Checkout status:</b>	
<b>Current renewals:</b>	
<b><u>Lost status:</u></b>	Missing <input type="button" value="Set status"/>
<b>Damaged status:</b>	Choose <input type="button" value="Set status"/>
<b>Withdrawn status:</b>	Choose <input type="button" value="Set status"/>

**History**

5. Checking the item in will immediately remove the Missing status