

Searching for Missing Items

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Introduction

It's useful to take some time on a regular basis to check the shelves for items that have been marked missing, in case they can be found with a more extensive search. These instructions provide step-by-step guidance on how to use Alma to create a list of items from your departmental library that have been marked "Missing" and what to do if an item marked missing is found.

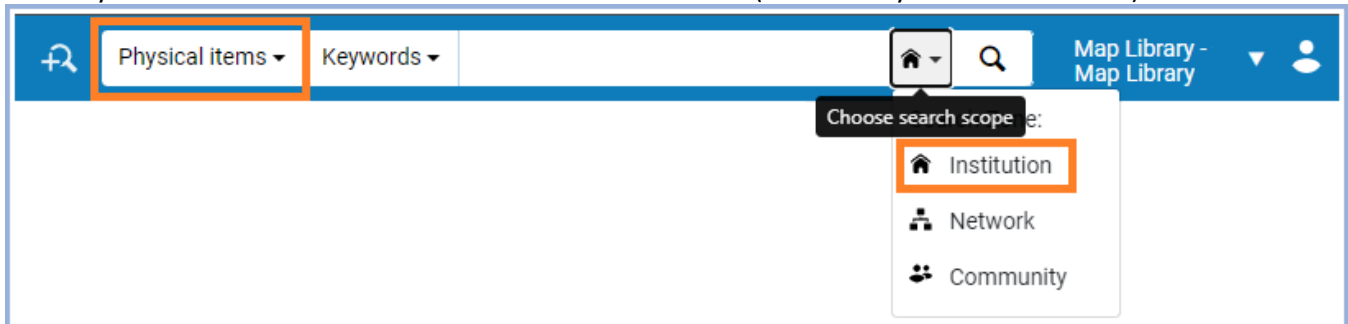
Generating a List of Missing Items

Basic Steps:

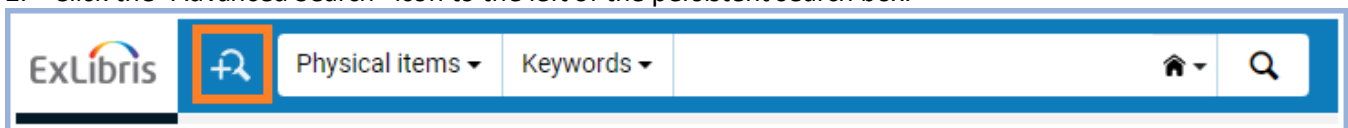
- Check that the persistent search box has the first parameter set to “Physical Items” and that there’s an icon of a house for the Search Zone.
- Click the “Advanced Search” icon to the left of the persistent search box.
- Use the following options for the first rule:
 - Holdings: Permanent physical location
 - Equals
 - [The location within your departmental library that you want to search]
- Click the plus sign in a circle to add another rule.
- Leave the toggle on “AND”. Use the following options for the second rule:
 - Physical Item: Process type
 - Equals
 - Missing
- Click “Search”.
- On the search results page, check the “Library” section in the Facets sidebar. If it has more than one facet, click the name of your library.
- Click the “Export list” icon and select “Excel (current view)”.
- Open the file in Excel. Enable editing if necessary.
 - Sort the spreadsheet by newest to oldest modification date.
 - Delete anything with a modification date of more than six months ago.
 - Sort the spreadsheet by call number.
 - Hide any columns you don’t need.
- Repeat the process until you’ve gone through all of the locations in your departmental library.
- Search for the items on your shelves.

Detailed Workflow:

1. In Alma, go to the persistent search box at the top of the page. Make sure the first parameter is set to “Physical items” and the Search Zone is set to “Institution” (indicated by an icon of a house).



2. Click the “Advanced Search” icon to the left of the persistent search box.

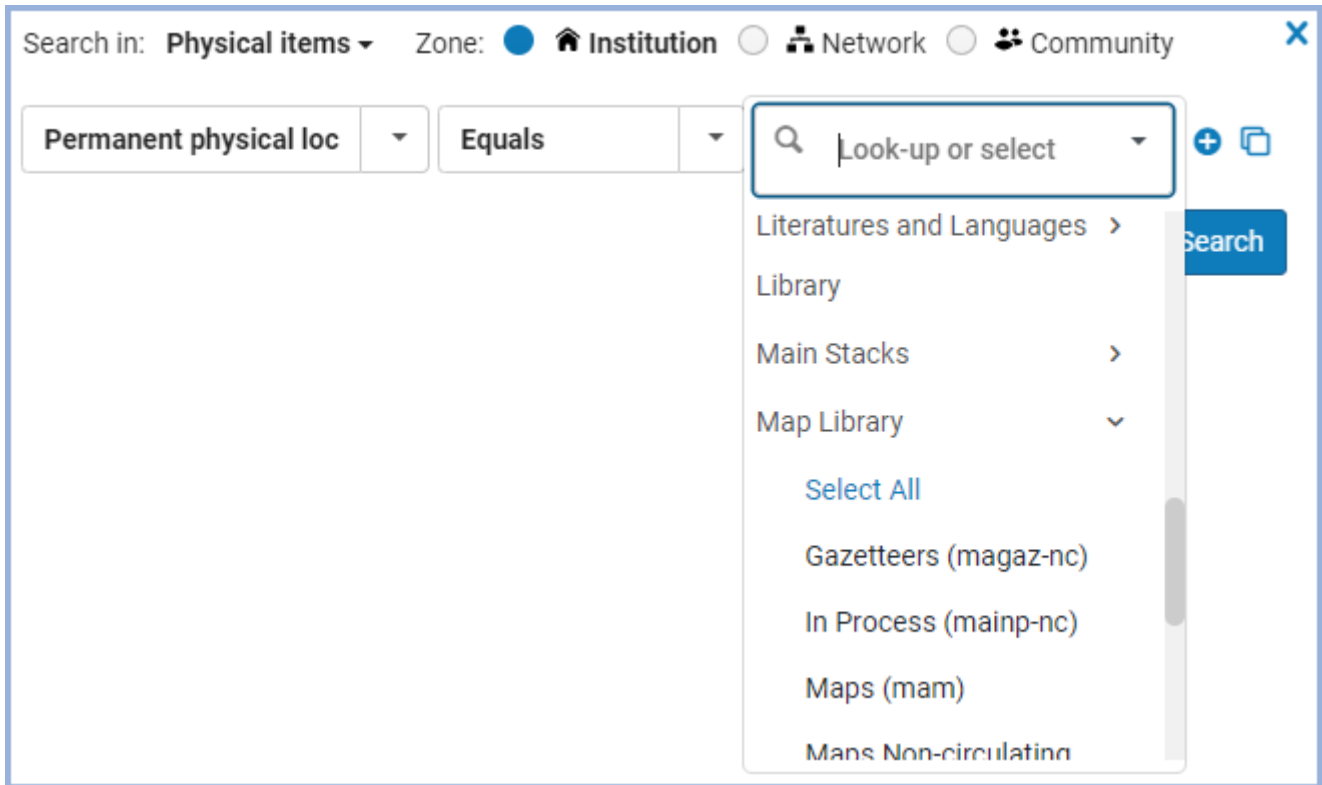


- At the top of the expanded search box, it should say “Search in: Physical Items”, and the radio button for Institution Zone should be selected.
- On the line below that, click the first drop-down menu on the left to open it. Then expand the “Holdings” section of the menu and select “Permanent physical location”.

The screenshot shows a search interface with the following elements:

- Search in: **Physical items** (dropdown menu)
- Zone: **Institution** (radio button), Network (radio button), Community (radio button)
- Search box: (dropdown menu)
- Search criteria: (dropdown menu)
- Search input:
- Buttons: and
- Expanded search box menu:
 - Title >
 - Holdings** (dropdown menu)
 - Permanent call number
 - Permanent call number type
 - Permanent physical location** (selected)
 - Receipt, acquisition, or access status
 - Reproduction Policy
 - Summary holdings
 - Tag Suppressed (Holdings)

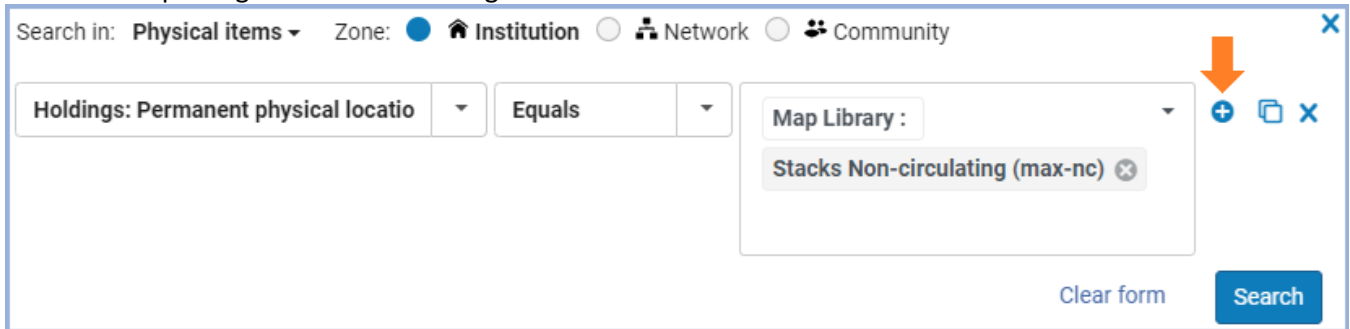
5. The next drop-down menu to the right should automatically change to “Equals”. Open the next drop-down menu to the right of that. Click on the name of your library to expand that section, and then select a location.
- Note:** Once you’re done with this location, you’ll need to repeat the process until all your locations have been searched.



The screenshot shows a search interface with the following elements:

- Search in: **Physical items** (dropdown)
- Zone: **Institution** (radio), Network (radio), Community (radio)
- Permanent physical loc (dropdown)
- Equals (dropdown)
- Look-up or select (dropdown menu) with the following options:
 - Literatures and Languages >
 - Library
 - Main Stacks >
 - Map Library >
 - Select All
 - Gazetteers (magaz-nc)
 - In Process (mainp-nc)
 - Maps (mam)
 - Mans Non-circulating
- Search button

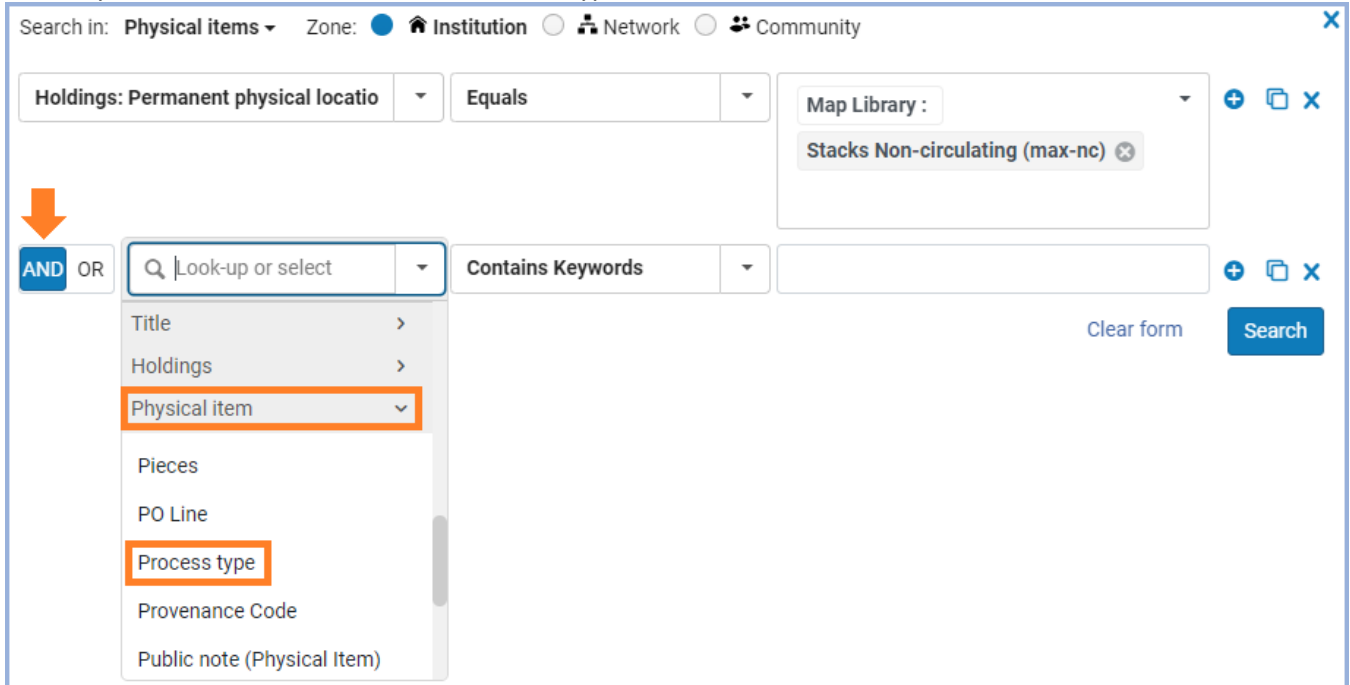
6. Click the plus sign in a circle to the right of that menu to add a rule to the search.



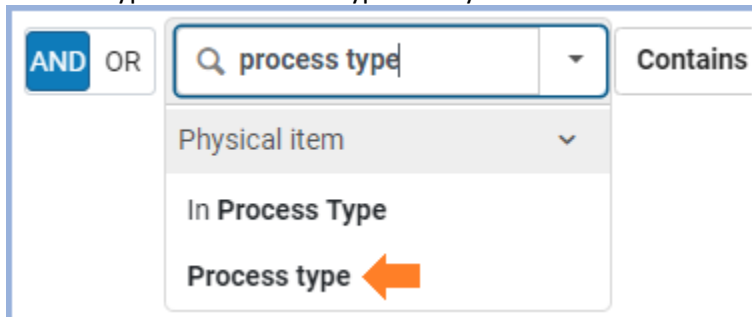
The screenshot shows the search interface after a rule has been added. The elements are:

- Search in: **Physical items** (dropdown)
- Zone: **Institution** (radio), Network (radio), Community (radio)
- Holdings: Permanent physical locatio (dropdown)
- Equals (dropdown)
- Map Library : (dropdown menu) with the following rule added:
 - Stacks Non-circulating (max-nc) (rule with close icon)
- Search button
- Clear form button
- Plus sign in a circle (indicated by an orange arrow pointing down)
- Close icon (X)

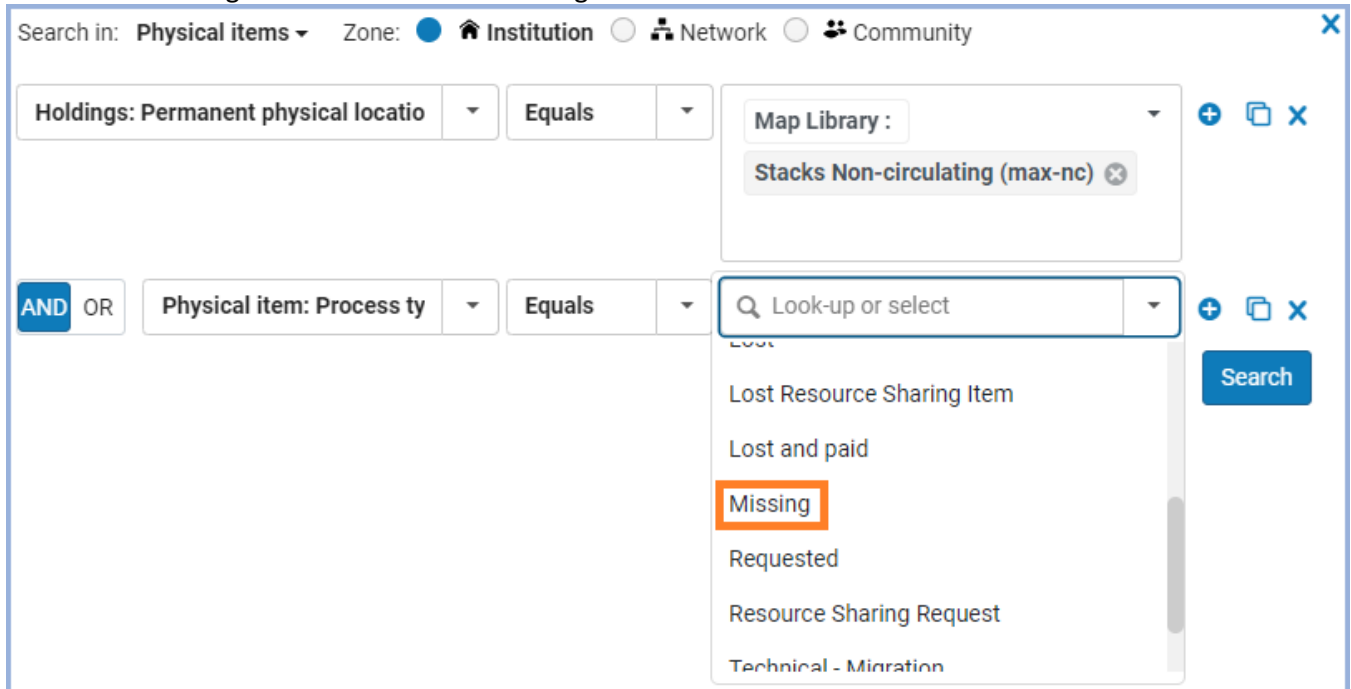
7. The toggle switch should be left on “AND”. Open the first drop-down menu to the right of that. Expand the “Physical item” section and select “Process type”.



Note: An alternative to selecting the parameter from the longer drop-down menu is to type the parameter into the field and then click on it in the shorter menu that appears. Some parameters have similar names, so be sure to select the correct one. For example, in this procedure, typing “process type” will bring up both “In Process Type” and “Process type” and you would want to make sure to select “Process Type”.



8. The next drop-down menu to the right should automatically change to “Equals”. Open the next drop-down menu to the right of that and select “Missing”.



9. Click the “Search” button.

10. Make sure the list only includes items from your departmental library. On the page of search results, look at the “Library” category in the Facets sidebar on the left. If it has more than one facet in that section, click the name of your library to exclude any other facets.

The screenshot shows a library search interface. On the left is a 'Facets' sidebar with the following sections:

- Library Scope:** All
- Item Material Type:** Book (151), ELEC (1), Issue (19), + More (2)
- Library:** Main Stacks (0), Map Library (182), Technical Services (1) (highlighted with an orange box)
- Process Type:** Missing (183)

The main search results area is titled 'Physical Items (1 - 50 of 183)' with a 'Save Query' button. Below the title is a filter: 'where (Permanent physical location equals ((Map Library : Stacks Non-circulating)) AND Process type equals "Missing")'. There are tabs for 'Institution', 'Network', and 'Community'. Below these are options for 'Select All', 'Sort by: Rank', and 'Secondary Sort by: Rank'. It shows '0 rows selected' and a 'Manage Selected' dropdown.

The first search result is a map titled 'Geographisch-landeskundlicher Atlas von Westfalen / herausgegeben durch den Landschaftsverband Westfalen-Lippe, Geographische Kommission für Westfalen ; Atlasredaktion, Wissenschaftliche und kartographische Betreuung, Alois Mayr, Vorsitzender ... [et al.]'. The details for this item are:

Map By: Landschaftsverband Westfalen-Lippe. Geographische Kommission für Westfalen. (Münster : Aschendorff, 1985-<2010>)	Call Number: F. 912.4356 G298 Maps	Item ID: 23104798817 0005899
Barcode: 38888024724095	Call Number Type: Dewey Decimal classification	Holdings ID: 22100227703 0005899
Library: Map Library	Status: Item not in place	MMS ID: 99884514122 05899
Creation Date: 08/04/2022 17:00:32 CDT	Due back: -	
Modification: < 1 of 4 >	Material Type: Map	
	Description: v 7:7:4:Map (1003)	

11. Click the “Export list” icon near the top right of the page. In the drop-down menu that appears, select “Excel (current view)”.

Note: Depending on how large the list is, the export process may take a little while.

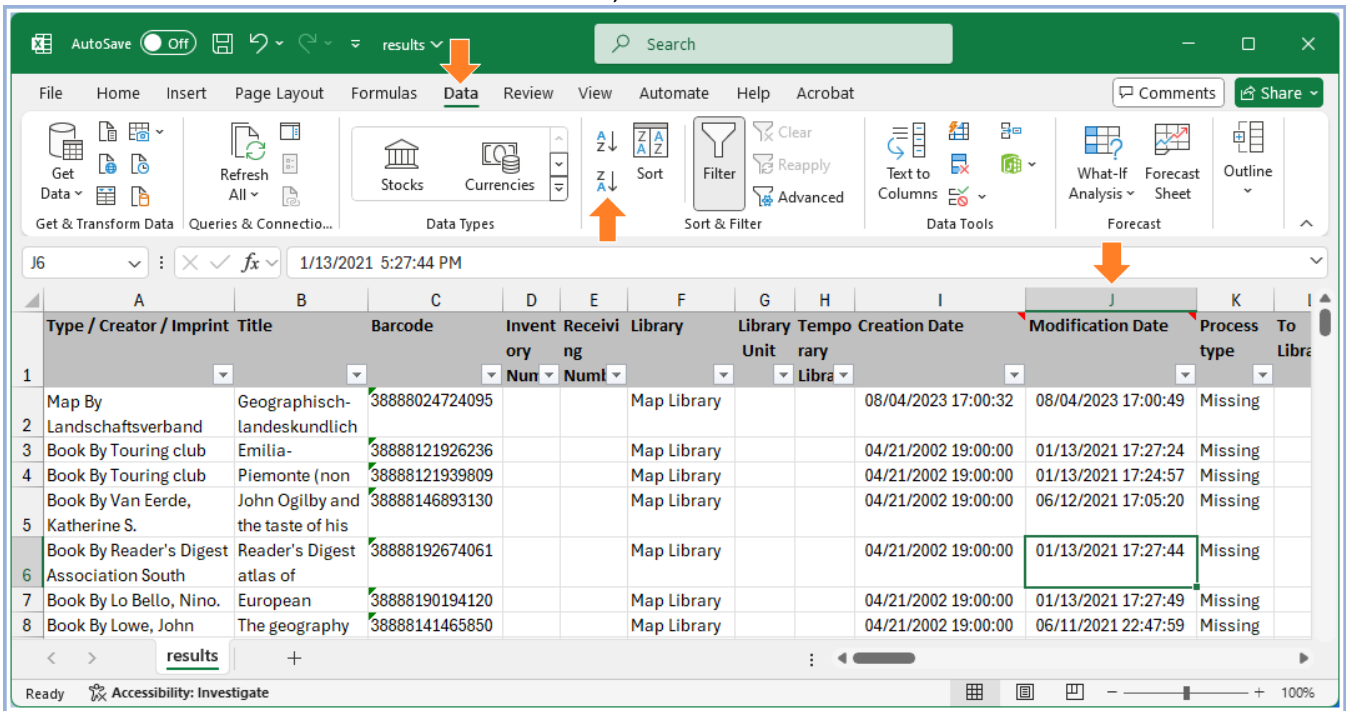
The screenshot shows a search results page for "Physical Items (1 - 50 of 183)". The search criteria are "where (Permanent physical location equals ((Map Library : Stacks Non-circulating)) AND Process type equals "Missing)". The page has tabs for "Institution", "Network", and "Community". Below the tabs, there are filters for "Select All", "Sort by: Rank", and "Secondary Sort by: Rank". A dropdown menu is open, showing "Excel (current view)" and "Excel (all fields)". An orange arrow points to the "Excel (current view)" option. Below the menu, there is a table with one row visible: "1 Geographisch-landeskundlicher Atlas von Westfalen / herausgegeben durch den".

12. Once the file has been downloaded, open it in Excel. If it has a yellow “Protected view” ribbon at the top, click the “Enable Editing” button.

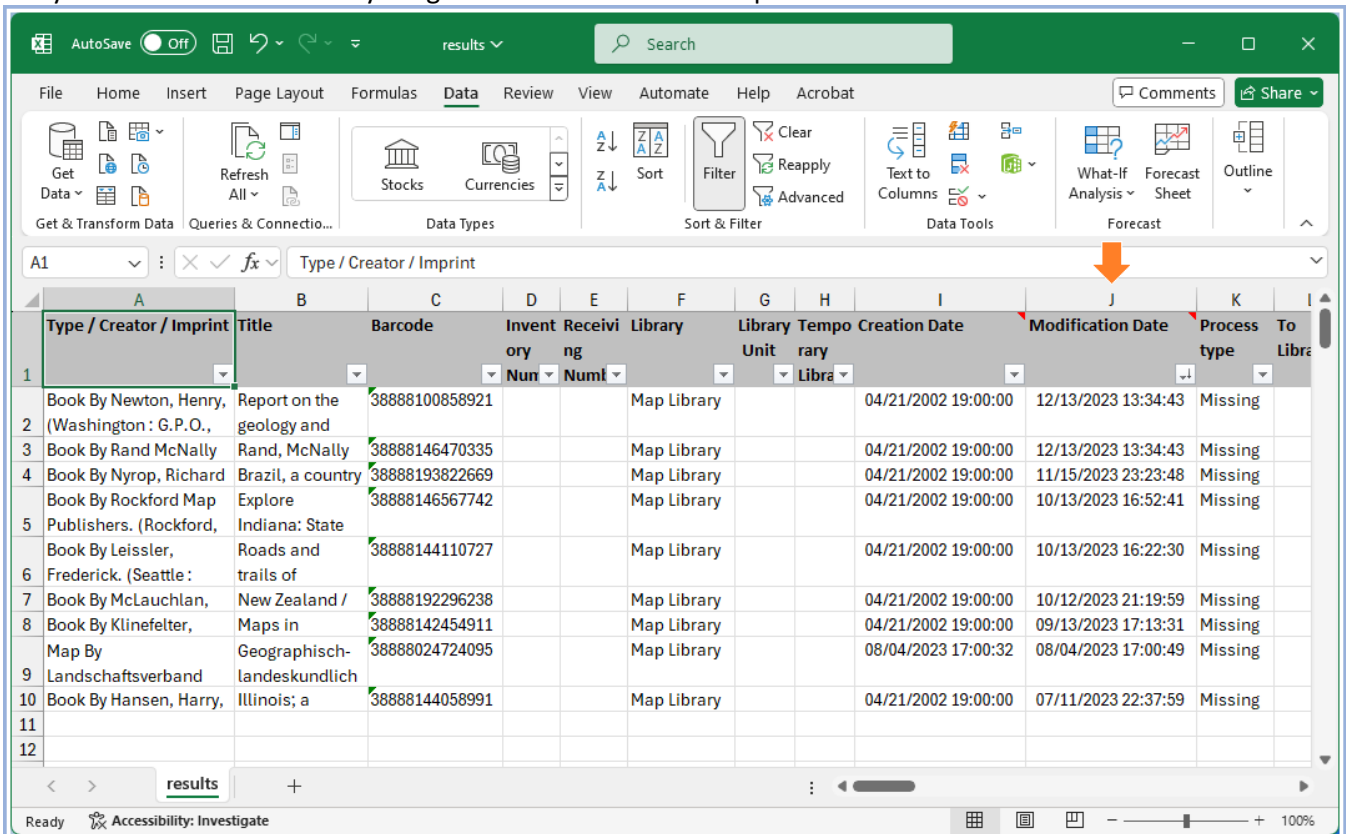
The screenshot shows an Excel spreadsheet with a yellow "PROTECTED VIEW" warning at the top. The warning text is "Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View." and there is an "Enable Editing" button. The spreadsheet contains a table with the following data:

Type / Creator / Imprint	Title	Barcode	Invent ory	Receiv ing	Library	Library Unit	Tempo rary	Creation Date	Modification Date	Proces s type
Map By	Geographisch-landeskundlicher	38888024724095			Map Library			08/04/2023 17:00:32	08/04/2023 17:00:49	Missin
Book By Touring club	Emilia-Romagna.	38888121926236			Map Library			04/21/2002 19:00:00	01/13/2021 17:27:24	Missin
Book By Touring club	Piemonte (non	38888121939809			Map Library			04/21/2002 19:00:00	01/13/2021 17:24:57	Missin

13. Sort the spreadsheet from newest to oldest date in the "Modification Date" column.
- To do that, click on one cell in that column, and then go to the "Data" tab in the toolbar at the top. In the "Sort and Filter" section of that tab, click the "Sort newest to oldest" icon.



14. Find the ones with a modification date within the last six months. These are the items that you will search your shelves for. Delete anything older than that from the spreadsheet.



15. To make the items easier to search for, use the “Call Number” column to sort the rows by lowest to highest call number. You can also hide any columns you don’t need by right-clicking the letter at the top of the column and selecting “Hide” from the drop-down menu.

Note: Once these are done, repeat the process until you’ve completed the list of locations under your library name in the “Permanent physical location” section of the Advanced Search (see [step 5](#)).

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	F	T	W	X
	Type / Creator / Imprint	Title	Barcode	Library	Permanent Location	Temporary Location	Call Number
1	Book By Klinefelter, Walter, (Windham, Conn. : Hawthorne House, c1936.)	Maps in miniature : notes critical and historical on their use on postage stamps / by Walter Klinefelter ; with a check-list.	38888142454911	Map Library	Stacks Non-circulating		383 K68M
2	Book By Rockford Map Publishers. (Rockford, Ill. : Rockford Map Pub., [1966])	Explore Indiana: State atlas and sportsman's guide.	38888146567742	Map Library	Stacks Non-circulating		912.772 R59E1966
3	Book By Hansen, Harry, (New York, Hastings House [1974])	Illinois; a descriptive and historical guide. Harry Hansen, editor.	38888144058991	Map Library	Stacks Non-circulating		917.73 F31I1974
4	Book By Rand McNally and Company. (Chicago ; New York : The Company, 1888.)	Rand, McNally & Co.'s pictorial guide to Chicago : what to see and how to see it.	38888146470335	Map Library	Stacks Non-circulating		917.731 R15P1886
5	Book By Leissler, Frederick. (Seattle : University of Washington Press, c1976.)	Roads and trails of Olympic National Park / by Frederick Leissler.	38888144110727	Map Library	Stacks Non-circulating		917.97 L535R1976
6	Book By Nyrop, Richard F. (Washington, D.C. : For sale by the Supt. of Docs., U.S. G.P.O., 1983.)	Brazil, a country study / Foreign Area Studies, the American University ; edited by Richard F. Nyrop.	38888193822669	Map Library	Stacks Non-circulating		918.1 AM3A1983
7	Book By McLauchlan, Gordon. (Singapore : Englewood Cliffs, N.J. : APA Productions ; c1985.)	New Zealand / Edited by Gordon McLauchlan ; photographed by Max Lawrence ; directed and designed by Hans Johannes Hoefler.	38888192296238	Map Library	Stacks Non-circulating		919.31 N424
8	Map By Landschaftsverband Westfalen-Lippe. Geographische Kommission für Westfalen. (Münster :	Geographisch-landeskundlicher Atlas von Westfalen / herausgegeben durch den Landschaftsverband Westfalen-Lippe,	38888024724095	Map Library	Stacks Non-circulating		F. 912.4356 G298 Maps

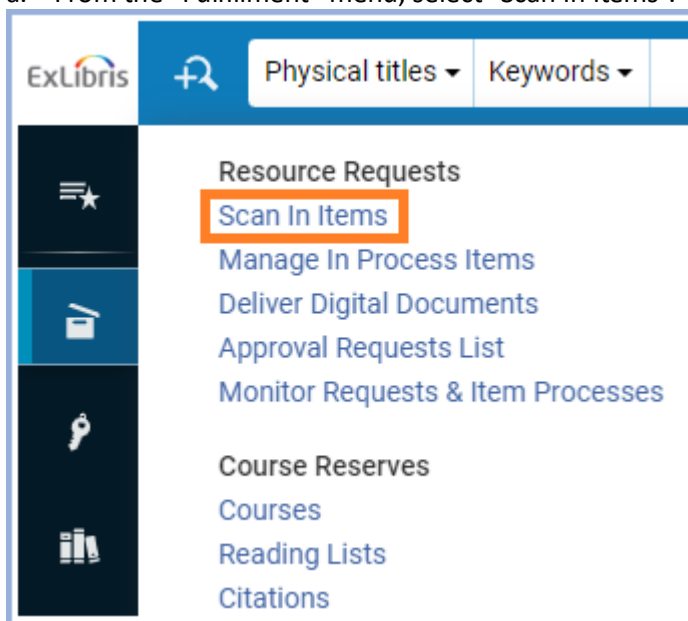
After the Shelves Have Been Searched

Basic Steps:

- Any items that were not located should keep the Process Type of “Missing”.
- Items that were located should be scanned into Alma on the “Scan In Items” screen.
 - The “Missing” status will be removed automatically.
 - Route the item according to the information in the “Destination” column.

Detailed Workflow:

1. Any items that were not located should keep the Process Type of “Missing”.
2. Items that were located should be scanned into Alma:
 - a. From the “Fulfillment” menu, select “Scan In Items”.



b. Scan in the item.

Scan In Items

Manage In Process Items Exit

Scan in Items Change Item Information


Automatically print slip Yes No

Register in-house use

Work Order Type ▼

Scan item barcode * Create Item

Scan request ID



No records were found.

c. A notification will pop up to say that the “Missing” status has been removed from the item.

Please note the following:

 Item's missing status was removed, barcode 30112065314772.

- d. Route it according to the information under "Destination". In most cases, this will mean reshelving the item.

Scan In Items

Clear List Manage In Process Items Exit

Scan in Items Change Item Information

Automatically print slip Yes No

Register in-house use

Work Order Type

Scan item barcode * **Create Item**

Scan request ID

1 - 1 of 1

Title	Destination	Barcode	Request/Process Type	Requester	Requester ID	Place in Queue	Checked In
1 Hot text : Web writing that works / Jonathan Price and Lisa Price.	Reshelve to Stacks	3011206531...	-	-	-	0	...