

## **Declare a Book Lost**

There are several ways to declare a book lost in Alexandria.

The first way is to bring up the patron, go to the Renewals tab, select the item, and choose Declare Lost.

The next way you can do it is to directly check the book out to the Lost Copies patron, patron 1. The Lost Copies patron allows you to keep the statistics for items even though they are no longer in circulation. When an item is declared lost, it means it has been 'checked out' to this System Patron.

Finally, there is a preference in your item policies that allows you to have the program declare an item lost once it has been overdue so many days.