

**Missing Plus Hold (Searching—2 weeks)**

**Title:**

**Date:**

OCLC number:

Millennium bib record number:

(cap)

Format: \_\_\_\_\_

Location: \_\_\_\_\_

Call number: \_\_\_\_\_

Patron information: \_\_\_\_\_

(cap) Insert note in item record: Missing plus hold wfm started [initials] [date]

(cap) In Meyer Database: Yes \_\_\_\_\_ No \_\_\_\_\_

(cap)

946 has PROMPTCAT: Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes: OCLC record contains additional (LC) call numbers: Yes \_\_\_\_\_ No \_\_\_\_\_

(cap) **To Search** (all possible call numbers and locations)

(cap/student assistants) **Dates Searched**

(cap) <b>To Search</b> (all possible call numbers and locations)	(cap/student assistants) <b>Dates Searched</b>				

(cap) Date found and sent to Circulation/Audio: \_\_\_\_\_

**OR** Date replacement was ordered: \_\_\_\_\_

Order record number: \_\_\_\_\_

**SEE OVER**

**Notes**

<b>Missing Plus Hold (Replacement Arrives; Same Bib Record)</b>	
(cap) Item is received and sent to cataloger with Notify flag and this workform attached.	
(mag/jal/sks) Item is processed and taken to Circulation/Audio with Notify flag and this workform.	
(Circ/Audio) Transfer hold, notify patron, return workform to mag/sks.	
(mag/sks) Withdraw missing item:	Item status changed to w
	Icode 2 coded
	Previous status note entered: missing plus hold
(mag/sks) Return workform to cap.	
<b>Missing Plus Hold (Replacement Arrives; Different Bib Record Needed)</b>	
(cap) Item is received and sent to cataloger with Notify flag and this workform attached.	
(mag/jal/sks) Item is cataloged/processed and taken to Circulation/Audio with Notify flag and this workform.	
(Circ/Audio) Transfer hold, notify patron, return form to mag/sks.	
(mag/sks)Withdraw missing bib and item ( <i>see bib number and OCLC number on verso</i> ):	Item status changed to w / icode 2 coded
	Previous status note entered: missing plus hold
	Note entered: replaced
	Holdings removed from OCLC
	Bcode 3 changed to n
(mag/sks) Return workform to cap.	
<b>Missing Plus Hold (No Replacement Arrives within 2 weeks)</b>	
(cap) Notify patron.	
(cap) Order canceled: _____ Second Order opened: _____ Date: _____	
<i>If no second order opened, route as below. If second order is opened, allow 2 weeks for this order to be filled. If replacement arrives, route as above. If replacement doesn't arrive, route as below.</i>	
(mag/sks)Withdraw missing bib and item ( <i>see bib number and OCLC number on verso</i> ):	Item status changed to w
	Icode 2 coded
Date: _____	Previous status note entered: missing plus hold
	Holdings removed from OCLC
	Bcode 3 changed to n
(mag/sks) Return workform to cap.	
<b>Notes</b>	