

Item Statuses

CODE	LABEL	DEFINITION
a	ASK STAFF	Ask Staff.
n	BILLED	Items lost, and bill sent. Set automatically through Overdues or through Patron Record. Do not manually add this status to or remove this status from an item. Do not change this status to another status: it should be cleared only by checkin or batch checkin. **
-	CHECKED IN	Available. The system uses this value for items that can circulate. The item retains this status even when checked out.
z	CLMS RETD	Removed from circulation. Claimed Returned. *
d	DISCARD	Item removed from circulation. *
c	DISPLAY	Items removed from circulation of in Library Display. Not Holdable.
o	IN LIBRARY USE	In Library Use Only.
p	IN PROCESSING	Item not yet released.
t	IN TRANSIT	In Delivery. To or from fulfilling holds.
\$	LOST AND PAID	Item missing, Billed, and Paid. *
m	MISSING	Item missing. Not billed. **
i	MISSING TRANSI	Missing in transit. Item never arrived at library after entering In Transit status **
!	ON HOLDSHELF	On Holdshelf. Do not change this status to another status: it should be cleared only by checkout or clearing the holdshelf, or by a manual cancellation of the hold by staff or the patron.
s	ON SEARCH	Items that have been searched for the maximum number of times and that are not checked out. **
r	REPAIR	Item removed from circulation to be repaired. **
g	STORAGE	Item removed from circulation and placed in Storage.

*Items with a status of Lost & Paid, Discard and Claims Returned for 3 or more months are suppressed.

** Items with a status of Missing, Missing In Transit, On Search, Repair and Billed for 3 or more years are suppressed