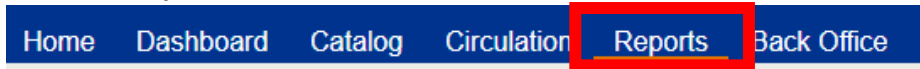


Title & Copy List Report: Lost Items

Create a report to identify lost books.

1. Go to destiny.bcps.org and log in.
2. Select the **Reports Tab**.



3. Select **Library Reports**.



4. Under the heading **Catalog- Titles & Copies**, select **Title & Copy List**.

Catalog -- Titles & Copies

- [Barcode Lists](#) - Identify used and unused copy barcodes. [Show More](#)
- [Bibliography](#) - Create reading lists for curriculum or promotion. [Show More](#)
- [Call Number Reports](#) - Identify copies that may be incorrectly cataloged. [Show More](#)
- [Reported Abuses](#) - View reported abuses submitted by your patrons. [Show More](#)
- [Shelf List](#) - List copies in the order they should be shelved. [Show More](#)
- [Title & Copy List](#) - List your collection with optional copy detail. [Show More](#)
- [Weeding Log](#) - List copies that were weeded, deleted, or transferred. [Show More](#)

5. Pull down the **Show Titles** menu to **With "lost" copies**. Click the **Run Report** button.

List library titles & copies...

Select By from to

Show Titles

include Categories Circulation statistics

Output as

[Save Setup](#) [Run Report](#)

6. Click **Refresh List** until report Status of changes from **Pending** to **Completed**.

Job submitted: Library Title & Copy List
 You may continue to use the application as normal. To check on your report's progress at any time, select the Report Manager from Reports.

Jobs: 1 - 3 of 3 [Refresh List](#)

Job	Status
Library Title & Copy List	Pending

7. Click **View** once the report Status is **Completed**.

[Refresh List](#)

Job	Status	
Library Title & Copy List	Completed <small>(9/11/2017 7:59 AM)</small>	View

[Refresh List](#)

8. Scroll down to the bottom of the list to see the number of **LOST** items on the right. Record this number for **2k. Number of Lost Items** in the **Collection Analysis** section of your Collection Development Plan.

List Totals - Titles Listed: 242

Copy Info:

Total	Available	Checked Out	On Hold	Loaned Out	On Order	Out for Repairs	In Transit	Lost
368	117	2	0	0	0	0	0	249