

**MISSING BOOK CHECK SHEET**  
**CALL # AND TITLE**

NEC \_\_\_\_\_ DATE \_\_\_\_\_  
LMC \_\_\_\_\_  
BAS \_\_\_\_\_  
RETURN TO SW \_\_\_\_\_

BARCODE : \_\_\_\_\_

CHECKED	DATE
Voyager Circulation	_____
Item status	_____
Notes	_____
Voyager Catalog	_____
Room Use (card file)	_____
Hold shelf	_____
Shelving truck	_____
Browsing	_____
Shelves	_____
Oversize	_____
Special collection(s)	_____
Reference	_____
Lost/Discard:	
Card file (Tech Serv.Counter)	_____
Front Desk Shared file -Withdrawn	_____
Storage	_____

Marked as missing in Voyager: Initials \_\_\_\_\_ Date \_\_\_\_\_

Given to Librarian to reorder: Date \_\_\_\_\_

Additional notes: