

# Withdrawn, or, Marking an Item as Missing

North Carolina State University Libraries' policy is to mark a missing record in Sirsi WorkFlows as **Missing** in its **Current location**, not its **Home location**.

This is done by going to the **Circulation** wizard tab, then the **Items** section. Click on **Mark Item Missing**. Find the record you wish to mark **Missing** by searching for them or entering its **Item ID**.

Conversely, items that have been withdrawn should be marked **Withdrawn** in both their **Home location** and **Current location**.

An item changing from **Missing** to **Withdrawn** must be discharged from the **Missing** patron.