

PALS *Plus*

By about 3pm on the 5th of each month, your finished reports list has the latest **MO NEW MISS**[New Missing Items] and **MO OLD MISS** [Old Missing Items] reports. These reports tell you, respectively, those items marked missing last month and those items that were marked missing two months ago.

Our hope is that these reports will a) make collection maintenance easier for our libraries, and b) with your help, keep our shared database more current and streamlined.

We suggest you designate a person or persons on your staff to retrieve these reports monthly and do a **shelf check** for the items listed. **Any items that are found should be discharged. *That's all your staff needs to do.***

If an item on the **NEW MISS** report is not found, it will show up again next month on the **OLD MISS** report for another check. After that it will go into a report for your selectors, called **MO Selector End of Road**.

Ultimately, after you have searched your shelves several times and made a decision about replacing or reordering, the missing items that are still missing will be set to DISCARD and removed from the database. All this should happen with a minimum of effort for all.