

# Returning Lost Items

When you receive a Lost item, the best practice is to use Fulfillment > Return Items to return the item.



Alma removes the loan from the patron's account and deletes the replacement fee for the item. If you delete the loan (as seen in the below image), Alma will change its status to missing, which is not desirable, and will change its status in Alma Analytics to Inactive.

My Institution - Loans (1 - 20 of 152)

My institution | Scan Item Barcode | OK | Create Item

Sort by: Title | Filter by: All

Found Selected | Change Due Date | Renew Selected | Renew All

1		<b>100 European horror films / edited by Steven Jay Schneider.</b> By Schneider, Steven Jay, Barcode 31194009823315 Loan date 09/10/2025 Due date 05/31/2026 06:00 PM EDT Renewed	Owning library American University Library Item Location Library Stacks Loaned at desk American University Library - Circulation and Course Reserves Call number PN1995 9.H6 A15 2007 Item policy Regular loan Year 2007	Renew   Work Order   <b>...</b> Loan History Lost Claim Returned <b>Delete Loan</b> Change Due Date Return Item View Policies
2		<b>100 film noirs / Jim Hillier and Alastair Phillips.</b> By Hillier, Jim. Barcode 31194010461303 Loan date 11/06/2018	Owning library American University Library Item Location Library Stacks Loaned at desk American University Library - Circulation and	Renew   ...

Revision #1

Created 17 March 2026 17:24:51 by Angelique Carson

Updated 17 March 2026 17:29:28 by Angelique Carson