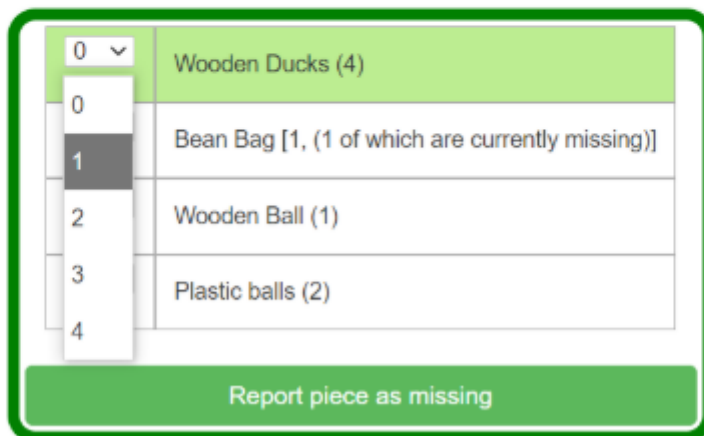# Reporting Missing Pieces

To report a missing piece, there two options - either allocate it to the last borrower, or designated as "lost in toy library".

Select the option appropriate for the scenario. Nominate how many pieces are missing (not how many remain - ie if you only have 3 ducks, then you select 1 for the missing duck, not 3).

Once you have nominated your missing pieces and clicked the report button, you will be taken to the next screen. Option 1 will list the piece as missing on the toy (and against the member if relevant).

You now have three options:

1: These missing pieces aren't very important

The toy gets placed back on the shelf, members can still borrow this toy as is (missing a piece). No further action is required in SETLS (though you may like to add a missing piece sticker to your toy).

Return to toy

2: Some spare pieces are owned by the toy library

The piece can be immediately replaced. Click on the button below and the toy can remain in circulation (but the member still needs to look for this piece at home).

Piece name	Replace some from spare
Wooden Ducks	Replace from spare

3: One or more of these missing pieces is very important

The toy can no longer be borrowed in this state, and has to be placed in the storage room until the piece is found/another piece has been purchased. Click on the button below and the toy will be marked as "M: missing an important piece, so in storage", and the toy will no longer be available for loan in SETLS.

Update toy record

Optional

Send missing piece email

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