```
item is declared
lost
```

```
No lost item processing fee  if declared lost
OR lost item processing fee = 0

AND

Charge set cost AND set cost = 0
```

Does patron have to pay the library? —No→ Close loan, change item status to lost and paid

↓ Yes

Charge automated fees?

```
Charge lost item processing
fee if declared lost AND lost
item processing fee > 0

AND/OR

Charge set cost AND set
cost > 0
```

↓ Yes

Charge fees

↓

Wait

↓

All open lost item fees associated with this loan are closed

↓

```
Charge set cost OR

Charge actual cost AND
manual fee/fine associated with loan
charged to patron after item was
declared lost has been closed
```

Still expecting manual cost to be charged? —No→ Close loan, change item status to lost and paid

```
Charge actual cost

AND

no manual fee/fine associated with
loan charged to patron after item was
declared lost
```

↓ Yes

Happens when item is declared lost

```
No lost item processing fee
if declared lost OR lost item
processing fee = 0

AND

Charge actual cost
```

No →

Wait

↓

Has there been a manual charge on the item since it was declared lost? —Yes→ All open lost item fees associated with this loan are closed → Close loan, change item status to lost and paid

↓ No

Has X interval specified in policy elapsed? —Yes→ Close loan, change item status to lost and paid

No ↓