

Note: Applicable to MILS & Minerva libraries

The following outlines the steps for withdrawing items. This can be done by updating the status to withdrawn, suppressing the item records, deleting the item records, or a combination of the steps.

Withdrawn practices differ between libraries

Practices for withdrawing materials differ from library to library. While the practices differ, it is important that key information is updated in the item and bib records (if applicable) to ensure that the database and the catalogs (classic/Encore) are correct.

Some libraries will...

- Change the status of the item to “withdrawn” and then suppress the record. After a month or so they will run a list of items with a withdrawn status. They may or may not run a [Statistics report](#) on the list to capture key information regarding the withdrawn items (location, itypes, etc.) and then delete the items from the database.
- Change the status of the item to withdrawn. Then after a period of time, they may or may not run a [Statistics report](#) on the list to capture key information regarding the withdrawn items (location, itypes, etc.). Then they will delete the items from the database.
- Create a list of items to be withdrawn (number of ways this is captured). Run a [Statistics report](#) on the list to get a snapshot of key information regarding the withdrawn items (location, itypes, etc.) Then the item records will be deleted from the database
- There are more combinations, but the above are the most common. If you choose something that differs from the above, please follow the steps below for the individual processes to make sure they are done correctly.

Updating the status to withdrawn

1. In the Catalog function, navigate to the item record to be withdrawn.
2. Edit the **Status** field by double-clicking on the field and selecting **w Withdrawn** or clicking in the field once and typing “w”.
3. Click **Save** to retain the change.

Suppressing the record from the OPACs (Classic and Encore)

Item record is the only record attached to the bibliographic record

1. In the **Catalog** function, navigate to the item record to be withdrawn.
2. Edit the **Icode2** field by double-clicking on the field and selecting **n Suppress** or clicking in the field once and typing “n”. This will hide the item record from the OPACs.
3. Click **Save** to retain the change.
4. Click **Edit** to navigate to the bibliographic record.
5. Update the following field to suppress the bibliographic record from the OPACs:
 - a. Minerva -- **Initials** field to ‘n Suppress’
 - b. MILS -- **Bib Code 3** to ‘n Suppress’
6. Click **Save** to retain the change.

Item record is **NOT** the only record attached to the bibliographic record

1. In the **Catalog** function, navigate to the item record to be withdrawn.
2. Edit the **Icode2** field by double-clicking on the field and selecting **n Suppress** or clicking in the field once and typing “n”. This will hide the item record from the OPACs.
3. Click **Save** to retain the change.
4. Do not suppress the bibliographic record as this would affect the other libraries with items attached.

Creating a list of withdrawn items

A list can be created to withdraw records from a cart or as you are working on a weeding project. It can also be done after items have been updated to withdrawn status. It all depends on your process and what works best for you.

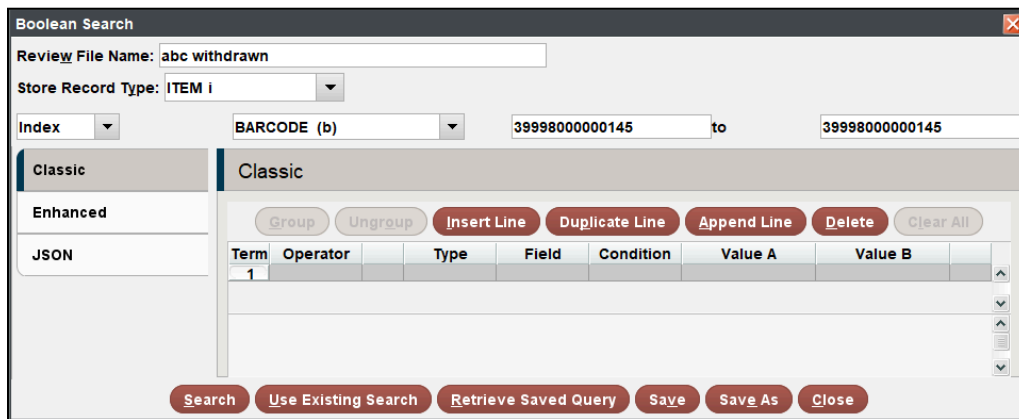
Use Mobile Worklists to create a list of items that need to be withdrawn

Refer to the Mobile Worklists [documentation](#) for all applicable steps.

Once you have your list in Sierra Create Lists, then you can either manually update the list if it is under 50 items or you can submit a [ticket](#) to Maine InfoNet to update the list for you. Please make sure to give the review file #, and the steps you want done (i.e. update status to withdrawn, update icode2 to suppress, delete item records, etc.).

Use Sierra to create a list of items that need to be withdrawn

1. In the **Functions Menu**, select **Create Lists**.
2. Find an empty review file that is small enough to hold your withdrawn items.
3. Select the review file.
4. Click the **Search Records** button.
5. Name the review file starting with your libraries 3-digit code.
6. Change the **Store Record Type** to **Item**.
7. Set the **Range** drop-down menu to **Index**.
8. Change the next drop-down menu to **Barcode**.
9. Scan one barcode into the 1st and 2nd text box.



10. Select the **Search** button at the bottom of the screen.
11. Once the review file is complete, double-click on it.
12. A **Boolean Review File** list should appear with the one barcode that was scanned.
13. To add additional barcodes, select the **Add** button.
14. The **Add a record to file** screen will appear.
15. Change the drop-down menu to **Barcode**.
16. Scan the barcode into the following text box.
17. The record for the item should appear. If correct, select the **Use Item Record**. If not, select the **Cancel** button.
18. Repeat steps 13-17 until the list is complete.
19. Close the review file when done
20. Note the # and name of the review file.

21. Submit a ticket to support.maineinonet.org, indicating the system you are in, the number of the review file, the name of the review file, and which step you would like done to the list:
 - a. Set as withdrawn.—OR—
 - b. Delete from the system.

Once you have your list in Sierra Create Lists, then you can either manually update the list if it is under 50 items or you can submit a [ticket](#) to Maine InfoNet to update the list for you. Please make sure to give the review file #, and the steps you want done (i.e. update status to withdrawn, update icode2 to suppress, delete item records, etc.).

Use Sierra to create a list of items with a withdrawn status

1. In the **Functions Menu**, select **Create Lists**.
2. Find an empty review file that is small enough to hold your withdrawn items.
3. Select the review file.
4. Click the **Search Records** button.
5. Name the review file starting with your libraries 3-digit code.
6. Change the **Store Record Type** to **Item**.
7. Leave the drop-down menu set to **Range** and leave the Start field as is.
8. Change the **Stop** field to **i*** (that's the letter i and the asterisk symbol). This wildcards that field to look for any item record in the system.
9. In term 1, enter the following:
 - a. Type: Item
 - b. Field: Location
 - c. Condition: starts with
 - d. Value A: [enter library's 3 letter code]
 - e. Value B: [leave blank]
10. Click **Append**
11. In term 2, enter the following:
 - a. Operator: AND
 - b. Type: Item
 - c. Field: Status
 - d. Condition: equal to

- e. Value A: Withdrawn
- f. Value B: [leave blank]

The screenshot shows a 'Boolean Search' window with the following configuration:

- Review File Name: abc withdrawn
- Store Record Type: ITEM i
- Range: Start i10000008, Stop i*
- Classic view selected
- Buttons: Group, Ungroup, Insert Line, Duplicate Line, Append Line, Delete, Clear All
- Table with 7 columns: Term, Operator, Type, Field, Condition, Value A, Value B
- Row 1: Term 1, Operator (blank), Type i, Field LOCATION, Condition starts with, Value A abc
- Row 2: Term 2, Operator AND, Type ITEM, Field STATUS, Condition equal to, Value A w
- Generated Query: ITEM LOCATION starts with "abc" AND ITEM STATUS equal to "w"
- Buttons: Search, Use Existing Search, Retrieve Saved Query, Save, Save As, Close

Once you have your list in Sierra Create Lists, then you can either manually update the list if it is under 50 items or you can submit a [ticket](#) to Maine InfoNet to update the list for you. Please make sure to give the review file #, and the steps you want done (i.e. update status to withdrawn, update icode2 to suppress, delete item records, etc.).