Withdrawing Library Materials (Monographs)

The following basic procedures should be used for withdrawing all monographic library materials (BIB LVL “m”). Individual units within the Cataloging Department or other departments may wish to follow additional procedures.

I. Search InfoLinks

This will allow you to determine whether a bibliographic record is present, and whether you should go to the shelflist. Search by bib number (eg. .b12345678), or by title if there is no printout attached to the withdrawn form. Then follow the appropriate step below:

A. InfoLinks record found. First verify that the OCLC number (field 001) of the record on the screen matches that of the printout attached to the withdrawn form. (If there is no attached form, use the shelflist, if available.)

1. Check “BIB LVL.” If it is “m,” proceed to the next step. If it is “s,” give to the Serials Cataloging Unit.

2. Look at “BCODE3” and follow the appropriate step below:

   a. If it is “x,” “c,” or “z,” there is no shelflist. Look at the attached item records to determine if there are multiple copies and/or volumes. If there is only one, proceed to step IIA, and for multiple copies/volumes, skip to step IIIA.

   b. If it is “w,” “s,” “r,” or “n,” look for the shelflist card(s). If you find the shelflist, pull it (a student worker may be assigned this task) and check for the number of copies/volumes recorded. If there is only one, proceed to step IIA, and for multiple copies/volumes, skip to step IIIA. (Note: if there is no shelflist, you will have to rely on InfoLinks, as in the case of codes “x,” “c,” and “z.”)

B. No InfoLinks record. If there is no InfoLinks record, find the shelflist and pull it. (A student worker may be assigned this task.) Check for the number of copies and/or volumes recorded. If there is only one, proceed to step IIB, and if there are multiple copies/volumes, skip to step IIIB.

C. Item has been reinstated. Occasionally, a missing item will have been found after the decision was made to withdraw it. Such materials can be identified by the presence of a barcode in the item record, as well as a status code indicating that the item is available (usually “-”). Also, the “Last updated” field in the item record will have a date later than that on the withdrawn form. In these cases, simply throw away the form. Do not count it as processed.

II. Withdrawn item is the last copy or volume held

A. Bibliographic record in InfoLinks

1. First check to see if there is financial information attached to the bibliographic record. This may take the form of an order or check-in record still attached, or of financial information present in the item record. This information must be retained in the system until it is archived.

2. No financial information present

   a. Delete the item record for each piece being withdrawn.
   b. Delete the bibliographic record.
   c. Count the titles and volumes withdrawn, and record the numbers on your statistics sheets.
   d. If you have the piece(s) in hand, stamp each as withdrawn, making certain that the letters are legible.
e. Remove the “AFU” holdings symbol from the OCLC bibliographic record. To do so, log on to OCLC and call up the record by OCLC number (field 001 of the InfoLinks record). Then enter the command “delh” followed by [F11].

f. Count the shelflist card as converted, and throw it away.

3. **Financial information present.** These must be handled in different ways, depending on the type of financial information.

a. **Type one.** For InfoLinks records with attached order records, check-in records, and/or item records with status “$” (“Paid” materials), the bib record can be deleted after the financial records are archived. We will retain two years plus current in the system. The deletion process will be controlled by the presence of a “WD” note in the bib record (see step 3aiii), and the database maintenance unit will be responsible for deleting unneeded records on an annual basis. (Circulation staff may also add a “WD” message to the item record, but this is for Circ procedures.) Follow these steps:

i. Do not delete or alter any attached order or check-in records.

ii. Examine the item record(s) to see if financial information is present. (Status “$,” “WD” message, and/or note with “Paid ...”). If present, make no alteration to these fields. If no financial information is present, delete the item record(s).

iii. Make the following changes to bib and item records that are to be left in InfoLinks since we need to retain order data for two years:

   - If the bib record has not already been suppressed, insert “n” in “BCODE3.”
   - Add a 947 “WD” note. This note must be entered as WD immediately followed by a space and the last two digits of the years making up the fiscal period. Separate the years by a “/.” For example: WD 94/95. Other information may be added to the field, but it must come after the initial note and be preceded by a space. The 947 note should be the last field in the bib record. Add initials and fiscal year date, as well.
   - As needed, insert the correct “ICODE2” in the item record.

      - a DISCARD
      - b DISCARD/REPLAC
      - l LOST (Use as a default)
      - n SUPPRESS
      - q LOST/REPLACE

   - Throw away the replacement/withdrawal decision form.

iv. Count the titles and volumes withdrawn, and record the numbers on your statistics sheets.

v. If you have the piece(s) in hand, stamp each as withdrawn, making certain that the letters are legible.

vi. Remove the “AFU” holdings symbol from the OCLC bibliographic record. To do so, log on to OCLC and call up the record by OCLC number (field 001 of the InfoLinks record). Then enter the command “delh” followed by [F11].

vii. Count the shelflist card as converted and throw it away. This applies to multipart monographs as well.

b. **Type two.** If an attached item record has status “n” (“Billed”) or status “z” (Claim returned/claim never charged), the bib and item records cannot be deleted in the normal cycle. Rather, they will be deleted according to the amortization schedule set by the Treasurer's Office. The deletion process will be controlled by the presence of a “WD” note in the item record, and the Circulation Department will be responsible for deleting unneeded records. Follow these steps:

i. Do not delete or alter any attached order or check-in records.

ii. Do not delete the item record(s).
iii. Make the following changes to bib and item records:

- If the bib record has not already been suppressed, insert "n" in “BCODE3.”
- *Do not* add a “WD” note to the bib record.
- As needed, insert the correct “ICODE2” in the item record.

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  - a. DISCARD
  - b. DISCARD/REPLAC
  - l. LOST
  - n. SUPPRESS
  - q. LOST/REPLACE

- Throw away the replacement/withdrawal decision form.

iv. Count the titles and volumes withdrawn, and record the numbers on your statistics sheets.

v. If you have the piece(s) in hand, stamp each as withdrawn, making certain that the letters are legible.

vi. Remove the “AFU” holdings symbol from the OCLC bibliographic record. To do so, log on to OCLC and call up the record by OCLC number (field 001 of the InfoLinks record). Then enter the command “delh” followed by [F11].

vii. Count the shelflist card as converted and throw it away. This applies to multipart monographs as well.

B. **No bibliographic record in InfoLinks**

1. If, when you searched for the InfoLinks bib record, you got the message that the bib record had been deleted, this means the book was already withdrawn. Simply throw away the paperwork.

2. In all other cases, follow these steps:

   a. Count the titles and volumes withdrawn, and record the numbers on your statistics sheets.
   b. If you have the piece(s) in hand, stamp each as withdrawn, making certain that the letters are legible.
   c. Search OCLC for the bibliographic record, and if the “AFU” holdings symbol is attached (this should rarely occur), delete it. To do so, log on to OCLC and call up the record by title. Then enter the command “delh” followed by [F11].

III. **Withdrawn item is not the last copy or volume held**

A. **Bibliographic record in InfoLinks**

1. Check InfoLinks to see if there are item records for every copy and/or volume noted on the shelflist.

   a. If so, verify that all information is correct (including the presence of a barcode number in each item record) and convert the shelflist. To do so, change “BCODE3” to “c” (or to “z” if it was already coded “l”). Then count the shelflist as converted and throw it away.

   b. If you cannot convert the shelflist, mark “WD,” your initials, and the date by the appropriate copies/volumes. Then refile the card(s).

2. Delete the item record for each piece being withdrawn, unless financial information is present (status “S,” “n,” or “z”). If financial information is present, suppress the item record by inserting code “n” in “ICODE2.” Then move the record to the bottom of the summary screen. (Circ staff will have placed a “WD” message in the item record, and they will delete it as needed.)
3. If necessary, alter the "Location" fixed field in the bibliographic to reflect actual holdings. For example, if the location is “multi” for Main and Fine Arts, and you withdraw the last Fine Arts copy/volume, you should correct the location to “main.” Do nothing to the 049 field. (Exception: Law may wish to delete their symbol.)
4. Count the titles and volumes withdrawn, and record the numbers on your statistics sheets.
5. If you have the piece(s) in hand, stamp each as withdrawn, making certain that the letters are legible.

B. No bibliographic record in InfoLinks

1. Count the titles and volumes withdrawn, and record the numbers on your statistics sheets.
2. If you have the piece(s) in hand, stamp each as withdrawn, making certain that the letters are legible.

IV. Withdrawn item will be replaced

These procedures are to be used only when the withdrawn item is replaced with an exact duplicate. Do nothing until the piece is received, and if the withdrawn item is actually replaced with a different edition or title, use the procedures in sections I and II.

A. No financial information in the item record

1. Delete the item record for the withdrawn piece.
2. Create an item record for the new piece. Make it a copy 2. Add a “Replacement copy” note.

B. Financial information is present in the item record (status “$,” “n,” or “z,” “Paid” note, etc.)

1. Suppress the item record for the withdrawn piece, and move it to the bottom of the summary display. Do not alter it in any other way. Circ staff will delete it after they archive. (A “WD” message will be present.)
2. Create an item record for the new piece. Add a “Replacement copy” note.