Withdrawing Library Materials (Serials)

The following basic procedures should be used for withdrawing all serial library materials (BIB LVL “s”). If any requests/forms to withdraw serial titles or volumes are not covered by the following procedures, place in the unit head's problem basket. For withdrawing volumes accompanied by drop forms, after the volumes have been counted and stamped withdrawn, all volumes should be returned to the Serials Department.

I. Withdrawn item is the last copy or volume held, or title withdrawal

A. First steps

1. Search Infolinks. If bcode3 is "e" or "x", go to step A.2. Also check the Infolinks record to determine that this is the last copy/volume of the title. If it is not, go to step II.
2. Search for the shelflist card(s). If you find the shelflist, pull and mark with "WD," the date, and your initials. Also check the Infolinks record to determine that this is the last copy/volume of the title. If it is not, go to step II.
3. Search Infolinks for the bibliographic record. If a record is found, go to step B; if no record is found, skip to step C.

B. 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. Also check for a note in the checkin record which indicates that the title is being dropped. If this is the case, complete the withdrawal; after it is complete, make a printout and give it to Molly in the Serials Dept. She will know if all volumes have been discarded that the drop form does not need to be sent to the serials cataloging unit.
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   a. Delete the item record for each piece being withdrawn.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   c. Count the titles and volumes withdrawn, and record the numbers on your statistics sheets.
   d. If you have the piece(s) in hand, stamp each as withdrawn, making certain that the letters are legible and return the volumes to the Serials Dept.
   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. The OCLC system will display this message: Your institution has one or more local data records linked to this record. Delete your LDR(s) and OCLC symbol from this record. To delete the local data record, position the cursor on the Yes response and send the command.
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 “s” (“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 the item record. If no financial information is present, delete the item record(s).

iii. For serials not accompanied by a drop form:

- Suppress the bib record by inserting "n" in "BCODE3."
- Add a 947 "WD" note to the record. 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.
- Delete the 860 or 866 field.

iv. For serials accompanied by a drop form:

- If the bib record has not already been suppressed, insert "n" in "BCODE3."
- If instructed on the drop form, add a note to the bib record which explains the reason for the drop. Use field 947.
- If instructed on the drop form, 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.
- Delete the 860 or 866 field.
- Return the drop form to Serials.

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

vi. If you have the piece(s) in hand, stamp each as withdrawn, making certain that the letters are legible and return the volumes to the Serials Dept.

vii. 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].

viii. The OCLC system will display this message: Your institution has one or more local data records linked to this record. Delete your LDR(s) and OCLC symbol from this record. To delete the local data record, position the cursor on the Yes response and send the command.

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" message 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 or alter the item record(s).

iii. For serials not accompanied by a drop form:

- Suppress the bib record by inserting "n" in "BCODE3."
- Do not add a "WD" note to the bib record.

iv. For serials accompanied by a drop form:
• If the bib record has not already been suppressed, insert “n” in “BCODE3.”
• If instructed on the drop form, add a note to the bib record which explains the reason for the drop. Use field 947.
• Do not add a “WD” note to the bib record.
• Return the drop form to serials.

v. Count the titles and volumes withdrawn, and record the numbers on your statistics sheets.
vi. If you have the piece(s) in hand, stamp each as withdrawn, making certain that the letters are legible and return the serials volumes to the Serials Dept.

vii. 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).

viii. The OCLC system will display this message: Your institution has one or more local data records linked to this record. Delete your LDR(s) and OCLC symbol from this record. To delete the local data record, position the cursor on the Yes response and send the command.

C. 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 and return the volumes to the Serials Dept.
3. Pull all cards in the card catalog and throw away the shelflist.
4. 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].
5. The OCLC system will display this message: Your institution has one or more local data records linked to this record. Delete your LDR(s) and OCLC symbol from this record. To delete the local data record, position the cursor on the Yes response and send the command.
II. **Withdrawn item is not the last copy or volume held**

A. **Non-analyzed titles**

1. **First steps**
   a. Search InfoLinks. If bcode3 is “c” or “x”, go to step 2. If bcode3 contains any other code, go to step 1.b.
   b. Search for shelflist card(s). Pull and mark “WD” and the date by the appropriate copies/volumes.
   c. Search InfoLinks for the bibliographic record. If a record is found, go to step 2; if no record is found, skip to step 3.

2. **Bibliographic record in InfoLinks**
   a. Delete the item record for each piece being withdrawn, unless financial information is present (status “$,” “n,” or “z”). If financial information is present, suppress the item record and move it 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.)
   b. 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.” Delete the 049 field.
   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 and return the volumes to the Serials Dept.

3. **No bibliographic record in InfoLinks**
   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 and return the volumes to the Serials Dept.
B. Analytics

1. First steps. After receiving the monographic shelflist card, printout, or form:
   a. Search InfoLinks. If bcode3 is “c” or “x”, go to step c. If bcode3 contains any other code, go to step b.
   b. Check the shelflist for the serial shelflist card. Pull the serial shelflist card, if available. Mark “WD” and the date by the appropriate copies/volumes. Refile the shelflist card unless this is the last volume. (Refer to step I if this is the last volume.)
   c. Use a call number search to retrieve the InfoLinks serial bibliographic record and any analyzed monographic records.
   d. Correct the “LIB HAS” note and the OCLC local data record.
   e. Check the summary screen for an item record. If there is an item record, delete it (unlinking if necessary.
   f. Count the volume(s) on the statistics sheet under the correct withdrawn box.

2. Second steps. Determine if the monographic record has been deleted. To do this:
   a. Review the call number menu. Look for the number that has been withdrawn. If there is no monographic record or item record, assume that the withdrawing process has been completed.
   b. If you find a monographic record and/or corresponding item record in InfoLinks, place in the question basket for the Serials Cataloger.

C. Limited Retention Items

1. For limited retention materials, such as “Latest edition only” or “Kept two years,” an item record will exist with the correct location, status, Itype, copy number, volume number, and barcode. (Limited retention serials that are published more frequently than annually should not have any item records.)
2. For materials not housed in a permanent binder, follow either step “A2” or step “A3” above. Additionally, if the title is a serial, send it to the Serials Department, where a note will be added to the check-in card in InfoLinks.
3. For materials housed in a permanent binder, the item record can be used again. As new editions are received, and the old piece is discarded, simply change the volume number (if applicable) and the barcode in the existing item record to reflect the new edition. Do not count these materials as withdrawns on your statistics sheet.
4. If there is no item record, take the materials to Ellen in Binding.
III. **Withdrawn item will be replaced**

When a serial volume has been received to replace a volume that was placed on search and determined to be permanently missing, follow these steps:

**A. No financial information in the item record**

1. Delete the item record for the withdrawn piece, if this has not been done previously, and count withdrawn.
2. Barcode and create an item record for the new piece. Add a “Replacement copy” note. Do not repeat a copy number. Assign a copy number that will follow the copy number which has been withdrawn. Assign copy number as 2 if copy 1 has been withdrawn, etc
3. Add the following 947 note to the bib record: “[Vol] replaced per replace/wd decision form. Initials. Date.”
4. Verify holdings in the "LIB HAS" and correct as necessary.
5. Verify holdings in the OCLC local data record and correct as necessary.
6. Count one volume added on your statistics sheet.
7. Send the volume to the labeling table. Verify that the volume has U of A stamp.
8. If time permits, pull the shelflist card and covert the serial. If conversion is not possible, note the replacement on the shelflist card and refile it.

**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.) Count one volume withdrawn.
2. Barcode and create an item record for the new piece. Add a “Replacement copy” note. Do not repeat a copy number. Assign a copy number that will follow the copy number which has been withdrawn. Assign copy number as 2 if copy 1 has been withdrawn, etc
3. Add the following 947 note to the bib record: “[Vol] replaced per replace/wd decision form. Initials. Date.”
4. Verify holdings in the "LIB HAS" and correct as necessary.
5. Verify holdings in the OCLC local data record and correct as necessary.
6. Count one volume added on your statistics sheet.
7. Send the volume to the labeling table. Verify that the volume has U of A stamp.
8. If time permits, pull the shelflist card and covert the serial. If conversion is not possible, note the replacement on the shelflist card and refile it.