
Process MFHD updates in the Voyager Cataloging module.

1. Monograph items without item records:

NOTE: It is not necessary to create an item record without a barcode in order to withdraw an item. Creation of an item record without a barcode is only needed if a hold will be placed on the withdrawn item to prompt further action on the title or holding (due to the implementation of a unit-specific processing routine).

- a. Open Voyager Cataloging
- b. In Cataloging, select the record menu, and then search by call number or title.
- c. Click on “Get Hldgs” to get the MFHD for the item.
- d. Because the item note cannot go into the item record, place it in the staff note (see II.B.4 for item withdrawal note texts). Change the 852 line to: `‡b withdrawn ‡k Suppressed ‡h [call no.] ‡i [rest of call no.] ‡x [location formerly in the ‡b]: [item note], withdrawn mm/yy, [dept code]/[staff initials].`
`852 8 0 ‡b wi?thdrawn ‡k Suppressed ‡h ciy ‡i E8 ‡x sml: Missing 2+ years, withdrawn 01/07, accsrv/vlg`
- e. Click on Save to DB to save the record to the database. Proceed to step II.E for final steps.

2. Monograph items with item records:

- a. Open Voyager Cataloging.
- b. In Cataloging, select the record menu, and then retrieve by barcode. Enter the barcode of the item. A cataloging item record should appear.
- c. Click on “Get Hldgs” to get the MFHD for the item.
- d. Change the 852 line to `‡b withdrawn ‡k Suppressed ‡h [call no.] ‡i [rest of call no.] ‡x [location formerly in the ‡b]: withdrawn mm/yy, [dept code]/[staff initials].`
`852 0 0 ‡b withdrawn ‡k Suppressed ‡h JV7398 ‡i E8 ‡x sml: withdrawn 01/07, accsrv/vlg?`
- e. Click on “Save to DB” to save the record to the database.
- f. Select the “File” menu in cataloging and select “Close all” to close all of the records on which you have worked.
- g. Continue to [Process item circulation and status updates in the Voyager Circulation Module](#) [1]

For more detailed information, please refer to: [Withdrawal Policies and Procedures for Library Materials \(Item in Hand\)](#) [2]. Any questions, including requests for access to the Cataloging Module, should be directed to the supervisor overseeing withdrawal activities.

Source

URL:<https://web.library.yale.edu/cataloging/catalog-maintenance-policies/item-withdrawal/process-MFHD-updates>

Links

[1] <https://web.library.yale.edu/cataloging/catalog-maintenance-policies/item-withdrawal/process-item-circulation> [2]

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<https://web.library.yale.edu/cataloging/withdraworbin>