

Process item circulation and status updates in the Voyager Circulation module

These instructions are for *holdings with item records attached only*. (For holdings that do not have item records, the Voyager Circulation module is not used).

NOTE: These procedures may also be done in the Cataloging module, if one is more comfortable working in the Cataloging environment.

1. Search for item in Voyager Circulation module by barcode number or call number.
2. Once the record has opened, review the changes that were processed in the Cataloging Module
 - Confirm that the Holdings tab displays the “withdrawn” location.
 - Verify that there is no Temp Loc or Temp Item Type.
 - If there is a reserve temporary item location or type, refer to [Search and remove items attached to Course Reserve lists](#) [1]

3. Click the **Status** Icon and set the Item Status to **Withdrawn**.

NOTE: If other statuses are on the item, refer to [Item Status Processing Steps](#) [2] which indicates which statuses can be removed and whether additional steps are needed. Once the steps detailed in the tables are complete, **RETURN HERE** and continue with steps below.

4. Next, click **Item Note** Icon and enter the withdrawal note.
 - If you are uncertain whether to delete or keep an old note, retain the note and consult with a supervisor.
 - Add the withdrawal note at the end of any existing notes; except for in the case of old or irrelevant notes (e.g. NOTIS Reserve information). Such old notes may be deleted.
 - See table (below) for recommended item note formats. Selection of note is determined according to the withdrawal circumstances.
 - Use of item notes is optional, determined by each unit.

Withdrawal Reason:	Use this Withdrawal Note:
Superseded editions have arrived or been ordered.	Later ed. in [library name], withdrawn mm/yy
Item is being withdrawn per selector decision.	No longer needed, withdrawn mm/yy
Item is being discarded due to poor condition.	Poor cond, discarded, withdrawn mm/yy
Item has been damaged by circumstance or accident.	Damaged, discarded, withdrawn mm/yy
Item has been vandalized or mutilated.	Mutilated, discarded, withdrawn mm/yy
Item has been missing 2+ years.	Missing 2+ years, withdrawn mm/yy

NOTE: The date given in the withdrawal note is the date withdrawn, not the NOS date.

5. When finished updating the item record, proceed to [Final steps](#) [3].

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Source

URL:<https://web.library.yale.edu/cataloging/catalog-maintenance-policies/item-withdrawl/process-item-circulation>

Links

[1] <https://web.library.yale.edu/cataloging/catalog-maintenance-policies/item-withdrawl/search-and-remove-items-attached-to-course-reserve> [2] <https://web.library.yale.edu/cataloging/catalog-maintenance-policies/item-withdrawl/item-status-processing-step> [3] <https://web.library.yale.edu/cataloging/catalog-maintenance-policies/item-withdrawl/final-steps>