

Search and remove items attached to Course Reserve lists

*Removing items from Course Reserve lists is optional and may be skipped.

Consult with a supervisor to determine whether this step should be completed or omitted.

NOTE: When completing the steps below, be careful to notice if the item is on reserve for the current term. If the item is attached to a current reserve list, read ahead to [number 5](#) to determine whether or not the item should be removed from the list. Refer any questions to the supervisor.

1. Click the Reserve icon to open the Reserve search window.
 2. Click the button next to "Item Barcode" and scan or enter the barcode.
 3. If a window pops up indicating that the Item Barcode is Not Found, then the item is not attached to any reserve lists. No further steps are necessary.
 4. If the item is attached to a reserve list, one of two things will happen:
 - a. The list will open. This means that the item is attached to ONE list only.
 - i. Find the item on the list and click it to highlight it in blue.
 - ii. Right-click while the item is highlighted and select "Remove".
 - iii. The item will be removed from the list.
 - b. Or, a list index box will display. This means that the item was attached to multiple lists
 - i. The item must be removed from each of the lists in the reserve list index.
 - ii. Click the first list in the index.
 - iii. Find the item on the list and click it to highlight it in blue.
 - iv. Right-click while the item is highlighted and select "Remove".
 - v. The item will be removed from the list.
 - vi. Then, right-click near the reserve list header and select Search ->Display List Index
 - vii. Select the next list in the menu and repeat steps i-v for each list.
 5. If the item is on a reserve list for the current term:
 - a. Search in Orbis to verify that a new edition of that title has arrived and the old one is being deliberately removed and withdrawn. Only in that case should the item be removed from a current list.
 - b. When in doubt, do not remove the item from the list. Consult with a supervisor to confirm.
 6. Return to [Process item circulation and status updates, step 3](#) [1].
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Links

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