
Final steps: discharge, marking and disposal

1. If the item is in hand, discharge the item and go to step [2 below](#). If working from a list of barcodes, simply type in the barcode to discharge it, and cross it off the list. No further processing is needed.

2. Items in hand being withdrawn require physical marking and disposal. There are strict guidelines for how these steps must be done. See [Instructions for marking and disposal procedures](#) [1].

Consult with a supervisor for username/password. For security reasons, do not use on a public workstation and always close browser after accessing this document.

Source URL: <https://web.library.yale.edu/cataloging/catalog-maintenance-policies/item-withdrawal/final-steps>

Links

[1] <https://collaborate.library.yale.edu/cpdc/PDF%20files/markings070330.pdf>