

Item status processing steps

Published on Yale University Library (<https://web.library.yale.edu>)

Item status processing steps

*A withdrawn item should have the item status *Not Charged* or *Discharged*, with the additional item status of *Withdrawn* set manually at the time of withdrawal processing. If other statuses exist on the item, use the table below to determine the proper course of action.

Item Status	Action
At Bindery Cataloging Review	Remove status and return to Process item circulation and status updates, part 4 [1]
Circulation Review	
Damaged	
In Process	
Missing	
Discharged	These statuses cannot be manually removed. Disregard status and return to Process item circulation and status updates, part 4 [1]
Not Charged	
Withdrawn	If the withdrawn status is already on the item, retain it. This status should always be set as part of processing. Return to Process item circulation and status updates, part 4 [1]
Charged	Further steps are required. See Patron status workflow [2].
Hold Request	
On Hold	
Overdue	
Recall Request	
Renewed	
Claims Returned	These statuses should not be manually removed. Consult Claims Returned Procedures for further information. If you have questions or need further assistance, email privileges@yale.edu [3] with CLMR in the subject line.
Lost--Library Applied	
In Transit Discharged	This status should not be manually removed. If you have questions or need further assistance, email smlcirc@yale.edu [4] with MIT in the subject line.
In Transit On Hold	
Lost--System Applied	This status should not be manually removed. Consult Missing/billed for replacement (BFR) items, lost or applied [5]

Source

URL:<https://web.library.yale.edu/cataloging/catalog-maintenance-policies/item-withdrawal/item-status-processing-step>

Links

[1] <https://web.library.yale.edu/cataloging/catalog-maintenance-policies/item-withdrawal/process-item-circulation> [2] <https://web.library.yale.edu/cataloging/catalog-maintenance-policies/item-withdrawal/patron-status-workflow> [3] [9;#97;#105;#108;#116;#111;#58;#112;#114;#105;#118;#105;#108;#101;#103;#101;#115;#64;#121;#97;#108;#101;#46;#101;#100;#117; \[4\] #109;#97;#105;#108;#116;#111;#58;#115;#109;#108;#99;#105;#114;#99;#64;#121;#97;#108;#101;#46;#101;#100;#117; \[5\] https://web.library.yale.edu/cataloging/catalog-maintenance-policies/item-withdrawal/missing-billed-items](#)