

Withdrawal reversal procedures

If an item that has been withdrawn because it was missing or billed is subsequently returned or found, a decision may be made to un-withdraw the item and place it back into the stacks.

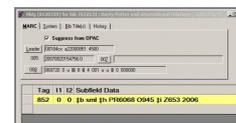
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Monograph items with item records

1. Open Voyager Cataloging and Circulation.
2. In Cataloging, select the record menu, and then retrieve by barcode. Enter the barcode of the item. A cataloging item record should appear.
3. Click on “Get Hldgs” to get the MFHD for the item.
4. Change the 852 line from $\text{\$b}$ withdrawn $\text{\$k}$ Suppressed $\text{\$h}$ [call no.] $\text{\$i}$ [rest of call no.] $\text{\$x}$ [location formerly in the $\text{\$b}$]: withdrawn mm/yy, [dept code]/[staff initials] to its former state of $\text{\$b}$ [location-which one identifies from the staff note] $\text{\$h}$ [call no.] $\text{\$i}$ [rest of call no.]

852 0 0

$\text{\$b}$ sml $\text{\$h}$ JV7398 $\text{\$i}$ E8



6. Click on “Save to DB” to save the record to the database.
7. Select the “File” menu in Cataloging and select “Close all” to close all of the records on which you have worked.
8. Search for item in Voyager Circulation module by barcode number or call number.
9. Once the Item Record has opened – review the changes that were processed in the Cataloging Module. Confirm that the Holdings tab displays the correct holdings location and call number.
10. Click the Status icon and remove the Withdrawn item status.
11. Click Item Note icon and update the note with the addition: **FOS [date], record restored.**

Monograph items without item records

1. Open Voyager Cataloging and Circulation.
2. In Cataloging, select the record menu, and then search by call number or title.
5. Be sure to **un-check** the box marked “Suppress from OPAC” in the System tab of the MFHD.
3. Click on “Get Hldgs” to get the MFHD for the item.
4. Make note of any staff notes in the 852 line and write them down for use in step 9 below.

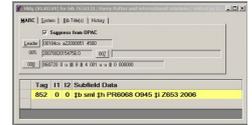
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5. Change the 852 line from `␣b withdrawn ␣k Suppressed ␣h [call no.] ␣i [rest of call no.] ␣x [location formerly in the ␣b]: [item note], withdrawn mm/yy, [dept code]/[staff initials]` to `␣b [location-which one identifies from the staff note] ␣h [call no.] ␣i [rest of call no.]`

852 0 0

`␣b sml ␣h JV7398 ␣i E8`



7. Click on “Save to DB” to save the record to the database.

8 Search for title or call number in Voyager Circulation.

9. Create an item record.

10. Click the Item Note icon and insert the note from step 4 above. Add a new note.

Notes

Barcode: 39002022459300

Copy: 1

Enumeration: 5-7

Chronology:

sml: withdrawn 01/07, accsrv/vlg. OS 05/07, record restored, accsrv/vlg.

Save Delete Close

the MFHD.

Multi-Volume Sets and Serials

1. Open Voyager Cataloging.

2. In Cataloging, select the record menu, and then retrieve by barcode. Enter the barcode of the item. This should take you to a cataloging item record.

3. Click on “Get Hldgs” to get the MFHD of the former location of the item (the original MFHD). **Do not** modify the “parking lot MFHD,” even if there will be no items attached to the parking lot MFHD when the reversal is completed.

4. Modify the staff note of the 852 line of the original MFHD to reflect that the volumes withdrawn have been un-withdrawn.

For serials and multi-volumes with item records, the reason withdrawn might have been placed in the item note field of the items on the parking lot MFHD instead of the staff note. If this is the case, no staff note needs to be modified nor added in the MFHD.

