

## Basic withdrawal "cheat sheet"

### 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 Change the 852 line to `‡b withdrawn ‡k Suppressed ‡h [call no.] ‡i [rest of call no.] ‡x [location formerly in the ‡b]: withdrawn mm/yy, [dept code]/[staff initials]`  
`852 0 0 ‡b withdrawn ‡k Suppressed ‡h JV7398 ‡i E8 ‡x sml: withdrawn 01/07, accsrv/v`
5. Click on "Save to DB" to save the record to the database.
6. Search for item in Voyager Circulation module by barcode number or call number.
7. Once the Item Record has opened – review the changes that were processed in the Cataloging Module. Confirm that the Holdings tab displays the "withdrawn" location.
8. Click the **Status** Icon and add the Withdrawn item status.
9. Next, click **Item Note** Icon and add the withdrawal note, e.g: Missing 2+ years, withdrawn 02/05.
10. Remove any temp loc or temp type.
11. Copy the barcode and discharge it using Voyager Circulation to make sure it is no longer charged out. DO NOT REMOVE THE WITHDRAWAL STATUS WHEN IT ASKS YOU (Click "No".)
12. Check to see if the book is on reserve. If it is, remove it from the reserve list.
13. Select the "File" menu in cataloging and select "Close all" to close all of the records. Do not forget to save!
14. If the item is in hand, physically mark the item withdrawn according to library standards and discard the item accordingly.

### 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.
  3. Click on "Get hldgs" to get the MFHD for the item.
  4. Because the item note cannot go into the item record, place it in the staff note. Change the 852 line to `‡b withdrawn ‡k Suppressed ‡h [call no.]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 ‡x [location formerly in the ‡b]: [item note], withdrawn mm/yy, [dept code]/[staff initials]`  
`852 0 0 ‡b withdrawn ‡k Suppressed ‡h JV7398 ‡i E8 ‡x sml: Missing 2+ years, withdrawn 01/07, ac`
  5. Click on "Save to DB" to save the record to the database.
  6. Select the "File" menu in cataloging and select "Close all" to close all of the records. Do not forget to save!
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7. If the item is in hand, physically mark the item withdrawn according to library standards and discard the item accordingly.

852 0 0

‡b withdrawn ‡k Suppressed ‡h JV7398 ‡i E8 ‡x sml: withdrawn 01/07, accsrv/vlg

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**Source URL:** <https://web.library.yale.edu/cataloging/catalog-maintenance-policies/item-withdrawal/cheat-sheet>