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## Catalog Maintenance Policies

1. [Editing MARC Record Files \(Introduction to MARCEdit\)](#) [1]
2. [Policies for Re-use, Suppression and Deletion of Orbis Records](#) [2]
3. [Reclassification](#) [3]
4. [Transfer](#) [4]
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6. [Withdrawal Policies and Procedures for Library Materials](#) [6] (Item in Hand)
7. [Withdrawal Policies and Procedures for Missing and Unreturned Library Materials](#) [7] (Item Not in Hand)
8. [Item Record Withdrawal: Policies & Procedures](#) [8]

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**Source URL:** <https://web.library.yale.edu/cataloging/workflow/catalog-maintenance-policies>

### Links

[1] <https://yale.app.box.com/v/marcedit2019> [2] <http://web.library.yale.edu/cataloging/deletion> [3] <http://web.library.yale.edu/cataloging/catman/reclassification> [4] <http://web.library.yale.edu/cataloging/catman/procedure-transferring-material> [5] <http://web.library.yale.edu/Cataloging/catman/procedure-material-transferred-and-reclassified> [6] <http://web.library.yale.edu/cataloging/withdraworbin> [7] <http://web.library.yale.edu/cataloging/withdraworblast> [8] <https://web.library.yale.edu/cataloging/catalog-maintenance-policies/item-withdrawal>