

Withdrawal procedure overview

- Remove the item record from the catalog (and associated records, e.g. checkin, bib, order)
- Remove holdings from OCLC when the item record for the withdrawn copy does not share a bib record/OCLC # with the volume remaining in the stacks
- Record statistics
- Stamp the books with the "No Longer the Property of..." stamp. Books should be stamped on the title page, inside the back cover near the barcode, and on the top of the book (if thick enough to accommodate the dimensions of the stamp).
- Deliver books to the mail room so Parente can send them to Better World Books.

NOTE: If a withdrawn older edition has fewer than 10 libraries in OCLC listed as holding, route the volume to Joanna for examination, before withdrawing.

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Open ALMA and open OCLC Connexion

In Alma search ALL TITLES with bar code number from book (if no bar code, type in title)

First: Click on title

The screenshot shows the Alma library catalog interface. At the top, the title 'Letters 1937-54 / edited with introduction and notes by Iorwerth C. Peate.' is displayed. Below the title, there are tabs for 'Physical (1)', 'Electronic', 'Digital', and 'Other details'. The 'Physical (1)' tab is selected. Below the tabs, there is a table with the following columns: Library, Location, Call Number, Accession Number, Item Availability, and Related Record. The table contains one row with the following data: Library: MAIN, Location: umain, Call Number: PR6031 O867 Z553, Accession Number: -, Item Availability: 1 of 1 Available, and Related Record: -. At the bottom of the table, there are links for 'Holdings' and 'Items'.

Library	Location	Call Number	Accession Number	Item Availability	Related Record
MAIN	umain	PR6031 O867 Z553	-	1 of 1 Available	-

Alma page opens like this ^^

First thing, click on the title.

Record View

MARC

583 1_1a Committed to retain (c 20210201) (d 20310630) (f EAST) (u http://eastlibraries.org/retained-materials) (S RUn)

Handwritten note: scroll to see if there is a 583 field.

A new page will open with the bib record, scroll down to see if there is a 583 field.

If the 583 field is there, check to see if it says “COMMITTED TO RETAIN” and then either EAST or NOAA.

If these words are in the record, do not withdraw, put it on the cart to reshelv.

IF there is nothing in the 583 field, click the BACK button (or the arrow at upper left) to get back to the main record/title page.

All Titles (1 - 1 of 1) 31222010839739

Facets

- Material Type: Book (1)
- Resource Type: Book - Physical (1)
- Language: English (1)
- Publication Year: 1987 (1)

1 [] The sophists : rhetoric, democracy, and Plato's idea of sophistry / Harold Barrett.

Book (Book - Physical) text; unmediated; volume By Barrett, Harold. (Novato, Calif. : Chandler & Sharp, [1987])

Subject: Sophists (Greek philosophy) Plato.

Modification Date: 06/18/2022 05:16:18 AM EDT

Language: English

Creation Date: 06/08/2015 04:54:40 AM EDT

ISBN: 0883165570 (pbk.) and others

Record number: 16524398

1 Holdings | 1 of 1 items are available

Library	Location	Call Number	Accession Number	Item Availability	Related Record
MAIN	umain	B288 .B37 1987	-	1 of 1 Available	-

Holdings Items

Copy the RECORD NUMBER (99% of the time there is one, *if there is not, see alternate procedure for looking up title in OCLC at end of this document*)

Click on ITEMS to see if there is more than one copy. *If there is more than one copy and you are only removing this copy that you have looked up, then you can completely skip the OCLC portion.* If there is only THIS copy you are working with, then you also need to remove the item from URI's holding in OCLC.

Log onto OCLC Connexion by clicking FILE and LOGON , click yes/agree/whatever it is twice then your window will look like this

Handwritten annotations on the screenshot:

- ① enter # plus number copied from Alma
- ② if held by 3 or fewer, do not withdraw. Set aside and give to Joanna.

The screenshot shows the OCLC Connexion window with the following details:

- Search bar: #16524398
- Search results: 16524398 - Held by RIU - 219 other holdings
- Table of holdings:

Type	a	ELvl	Form	Cont	b	GPub	LiF	0	Indx	1	Desc	a	Ills	Fest	0	ChSt	a	Dates	1987
010		87021051																	
040		DLC #b eng #c DLC #d BTCTA #d LVB #d BAKER #d YDXCP #d OKR #d GEBAY #d EUM #d JHY #d OCLCF #d OCLCO #d DEBBG #d COX #d OCLCO #d OCLCO #d OCLCA #d SNN #d OCLCO #d OCLCA #d OCLCO #d OCLCO																	
020		0883165570 #q (pbk.)																	
020		9780883165577 #q (pbk.)																	
043		e-gr																	
050	0	0	B288 #b B37 1987																
082	0		183/.1 #2 19																
084			6.11 #2 ssgn																
084			6.12 #2 ssgn																
084			6.15 #2 ssgn																
084			FB 4041 #2 nvk																
090			#b																
049			RIUU																
100	1		Barrett, Harold.																
245	1	4	The sophists : #b rhetoric, democracy, and Plato's idea of sophistry / #c Harold Barrett.																
260			Novato, Calif. : #b Chandler & Sharp, #c ©1987.																
300			ix, 85 pages : #c 23 cm																
336			text #b txt #2 rdacontent																
337			unmediated #b n #2 rdamedia																
338			volume #b nc #2 rdacarrier																
504			Includes bibliographical references (pages 77-81) and index.																
505	0		Chapter 1. Sophist -- Chapter 2. Five sophists of the fifth century -- Chapter 3. Athenians and the sophists -- Chapter 4. Contributions of the sophists -- Chapter 5. Plato and the idea of sophistry -- Appendices -- Glossary -- Works cited and other																

Buttons at the bottom: Delete Holdings, Export, Label, Produce, Submit, Replace, Report Error, Workflow-In Process, Inst-RIU

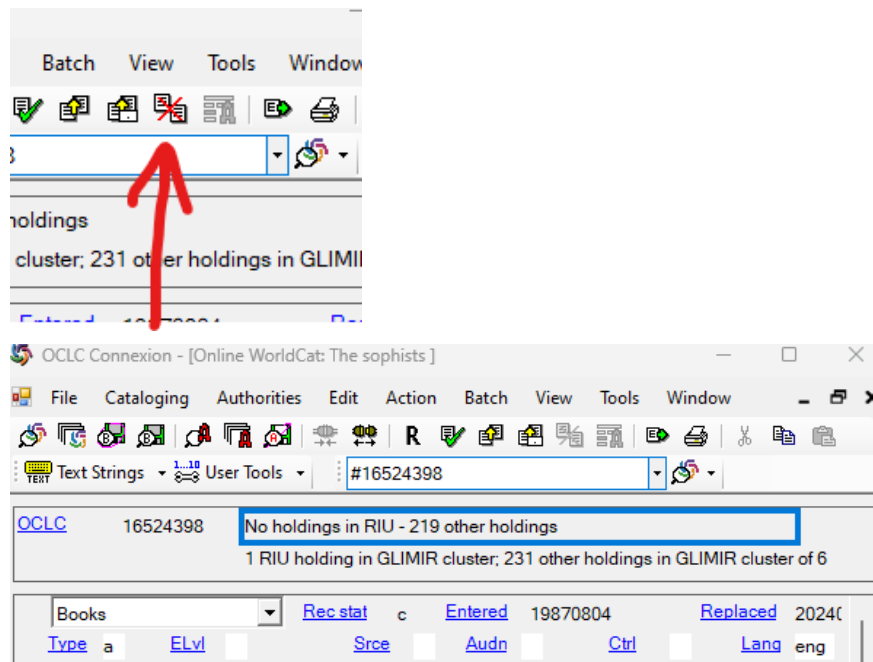
In the empty box at the top (1.) enter a pound sign/hashtag/number sign and then the RECORD NUMBER you copied from the ALMA page. No space in between, click enter

Check (2.) where OCLC says the title is HELD by URI (or not, sometimes it is mistakenly not recorded) and how many other holdings there are – if it held by fewer than 3 other places, do not withdraw. Set aside

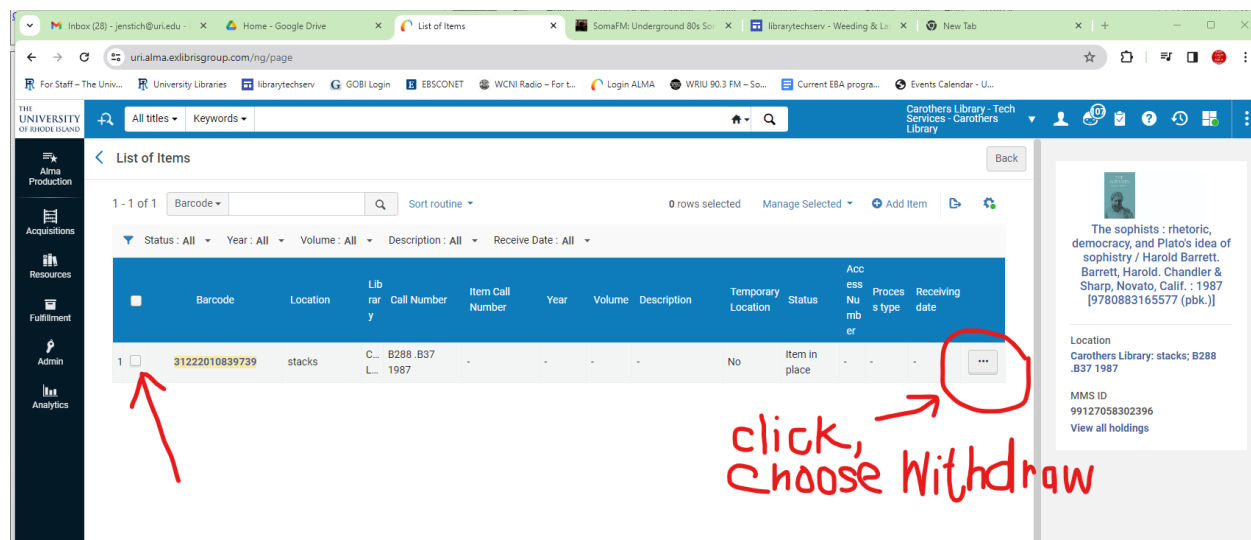
and give back to Joanna with a post it note that says “HELD BY (whatever number)” and she will decide if we need to keep it or not.

In example above, we hold it and so do 219 other libraries, so it is not important for us to keep it

Click on the two books icon with the red X (3.) – and then the icon will gray out and the text below will change to “No holdings in RIU”. You are done with OCLC portion.



Go back to your Alma window

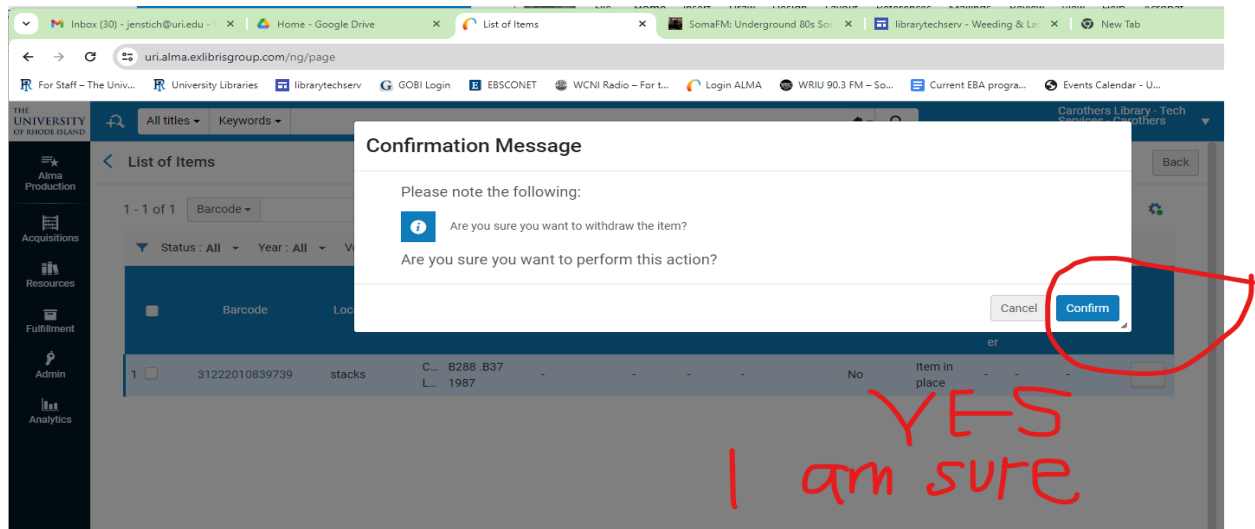


There are two ways to remove the item – Choose whichever one works best for you – the first way is to check the box on the left, then click on the three dots to the right and choose withdraw

The screenshot shows the Alma library system interface. The top navigation bar includes the Alma logo and various links. The main content area is titled 'List of Items'. A table lists items with columns: Barcode, Location, Lib Call Number, Item Call Number, Year, Volume, Description, Temp Loc, and Process. The first row is selected, and a red arrow points to the checkbox in the first column. A dropdown menu is open, showing options: Bind Items, Change Holdings, Open Predicted Items, Relink to another bib, Withdraw Items, Add to Itemized Set, Clear Selection, Create Itemized Set, and Run a Job. A red arrow points to the 'Withdraw Items' option. The right sidebar shows details for the selected item, including the title 'The sophists : rhetoric, democracy, and Plato's idea of sophistry / Harold Barrett. Barrett, Harold. Chandler & Sharp, Novato, Calif. : 1987 [9780883165577 (pbk.)]', location 'Carothers Library: stacks; B288 .B37 1987', and MMS ID '99127058302396'.

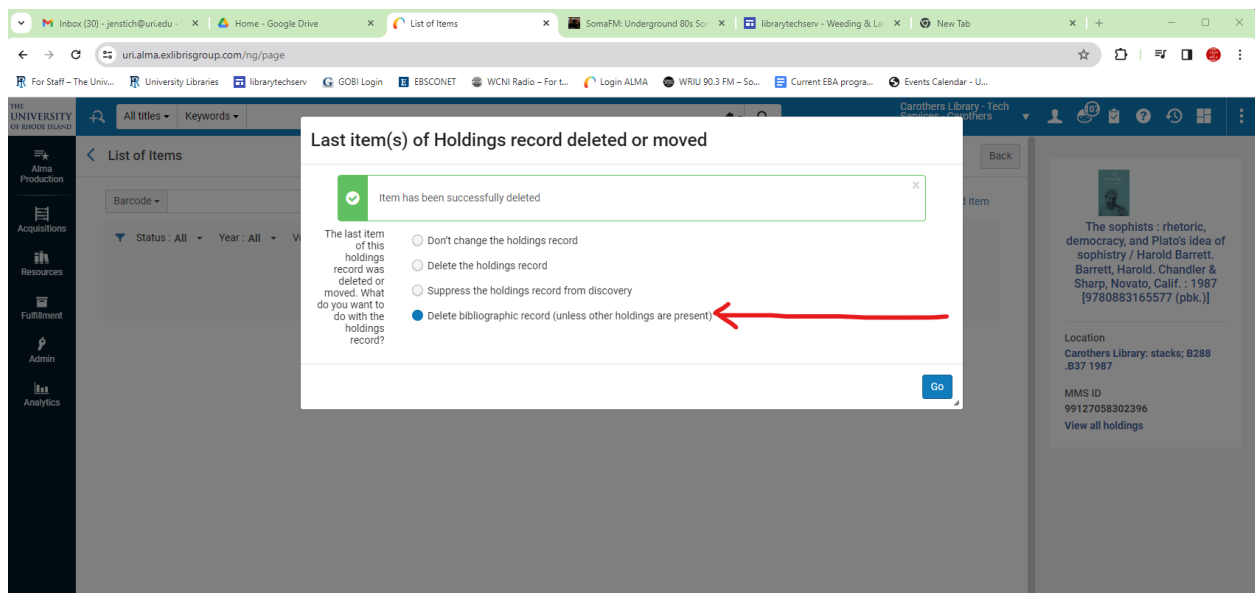
The second way is to click the box at the left and then choose WITHDRAW ITEMS from the drop-down list under MANAGE SELECTED

Then you get this pop – up (below), click CONFIRM



The next window comes up, and the top item "Don't change the holdings record" will automatically be filled in. Change the selected option to "Delete bibliographic record", then click GO. You have now finished with this title.

[90% of the time this is the option you are choosing because most of the time you are removing the last copy of something. In the cases where there are multiple copies and you are removing just one of them, keep the selected option on this page as "Don't change the holdings record" and click GO]



Record on a piece of paper how many items you have withdrawn to keep for stats. Keep separate records for monographs and serials.

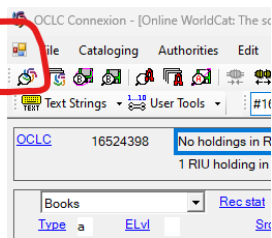
Stamp the books with the "No Longer the Property of..." stamp. Books should be stamped on the title page, inside the back cover near the barcode, and on the top of the book (if thick enough to accommodate the dimensions of the stamp).

Deliver books to mailroom/storeroom for transfer to Better World Books.

Alternate procedure for looking up title in OCLC

If there is no record number in the Alma record to input into the OCLC window, you can still locate the proper item by clicking on the magnifying glass icon on the upper left

magnifying
glass
icon



aa

Search WorldCat

Command Line Search

Enter numeric, derived, keyword, or scan search here...

Keyword/Numeric Search

Search for: ☐ Retain Search  +

Title (ti:)

AND Name (au:)

AND Publisher (pb:)

Language: [Any] +

Format: [Any]

Internet: [Any]

Source: [Any]

Microform: [Any]

Years:

Material Type: [Any]  +

☐ Apply Language of Cataloging Limiter [Any]

Search Results:

☐ Display using GLIMIR clustering

Enter Diacritics... Expand/Collapse

Settings... OK Cancel Clear Search Help



A new window opens up where you input certain information about the book you are looking for. In most cases it is only necessary to do the TITLE and the YEAR that it was published – then click OK

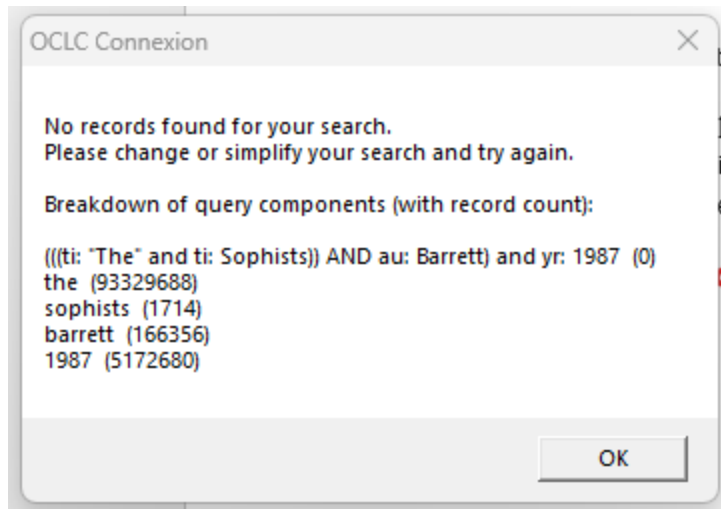
The screenshot shows the 'Search WorldCat' dialog box. A red arrow points to the 'Search for:' dropdown menu, which contains the text 'The Sophists'. Another red arrow points to the 'AND' dropdown menu, which is set to 'AND'. A third red arrow points to the 'Years:' dropdown menu, which contains the text '1987'. The 'OK' button at the bottom right is also highlighted with a red arrow. The dialog box includes fields for 'Command Line Search', 'Keyword/Numeric Search', 'Language', 'Format', 'Internet', 'Source', 'Microform', 'Years', 'Material Type', and 'Search Results'. The 'Retain Search' checkbox is unchecked. The 'Apply Language of Cataloging Limiter' checkbox is also unchecked. The 'Display using GLIMIR clustering' checkbox is unchecked. The 'Enter Diacritics...' and 'Expand/Collapse' buttons are visible. The 'Settings...' button is at the bottom left.

So for our book, I put in the TITLE “The Sophists”

I added the author’s last name just because

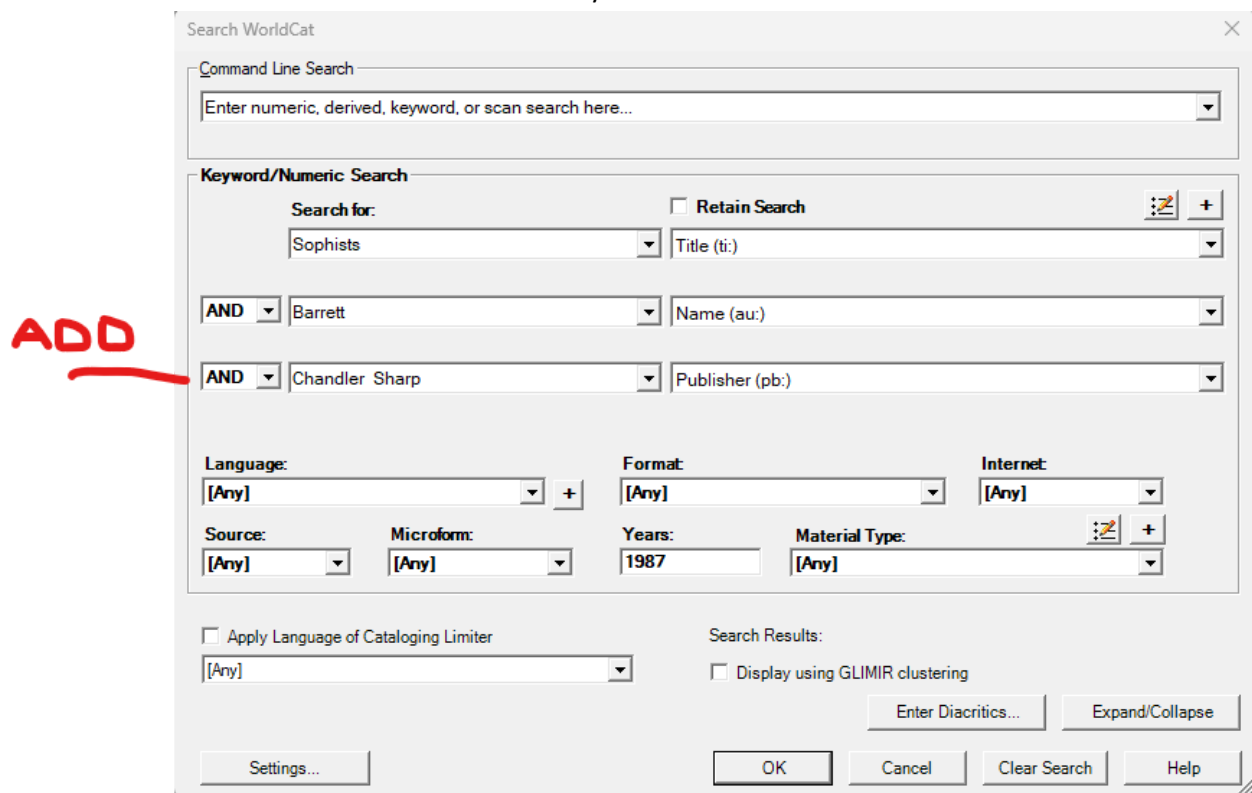
And I looked at the book to get the publishing date for this edition and clicked OK

BUT



Click OK to get back to the form

So then I added the name of the PUBLISHER to my search



And that did the trick, a new window opens up with a list of titles that probably are the one you are looking for. There will be one in this list that has a check mark in the column marked HELD, double click on that and it will take you to the same window you would be at if you had had the record number in the first place.

OLC Connexion - [WorldCat Search Truncated List: (t: Sophists AND au: Barrett) AND ((pb: Chandler and pb: Sharp)) and yn: 1987]

File Cataloging Authorities Edit Action Batch View Tools Window Help

Text Strings User Tools #16524398

Record	Title	Name or 245	Publisher	Date	L	Held	Cat.
1	The Sophists: Rhetoric, Democracy and Plato's Idea of So...	Barrett, Harold.	Chandler & Sharp Publishers, Inc.	1987			eng
2	The sophists :	Barrett, Harold.	Chandler & Sharp.	1987			ita
3	The sophists :	Barrett, Harold. (NL-LeOCL)068278306	Chandler & Sharp.	1987			dut
4	The sophists :	Barrett, Harold.	Chandler & Sharp.	1987			fre
5	The sophists :	Barrett, Harold.	Chandler & Sharp.	1987			dan
6	The sophists :	Barrett, Harold.	Chandler & Sharp.	1987			ger
7	The sophists :	Barrett, Harold.	Chandler & Sharp.	1987	D		eng

1 of 7 INS 38.41

I made this slide after I had already removed the book, but normally one of these items would have a check mark in the HELD column + you would double click that one.