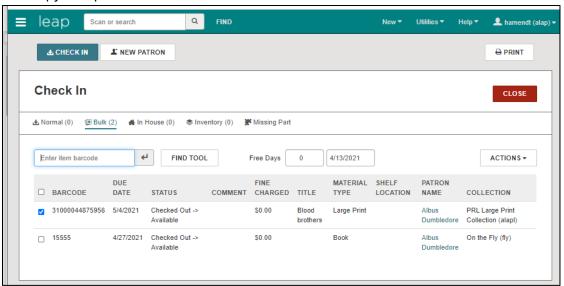
## Withdraw an Item with an Odd Status

This procedure should be used when withdrawing items that have a status that prevents you from editing the record (in transit, checked out, lost, etc.).

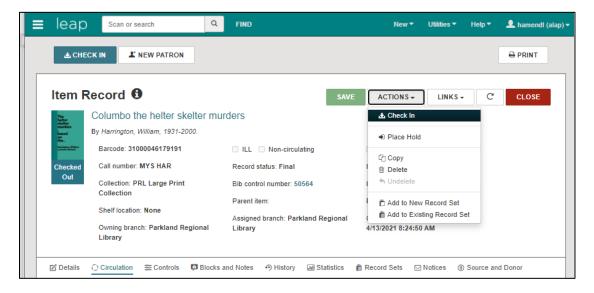


Note: You can only edit items that are owned by your library.

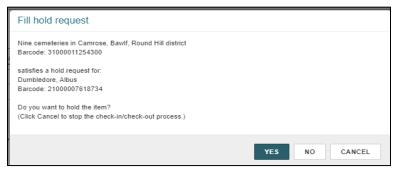
- 1. Force check-in the item.
  - a. Copy and paste the barcode into the check-in field.



b. You may need to open the item record and select **Check In** from the **ACTION** drop-down menu.



- 2. Deny and reactivate any holds.
  - a. Click **No** to reject filling the hold.



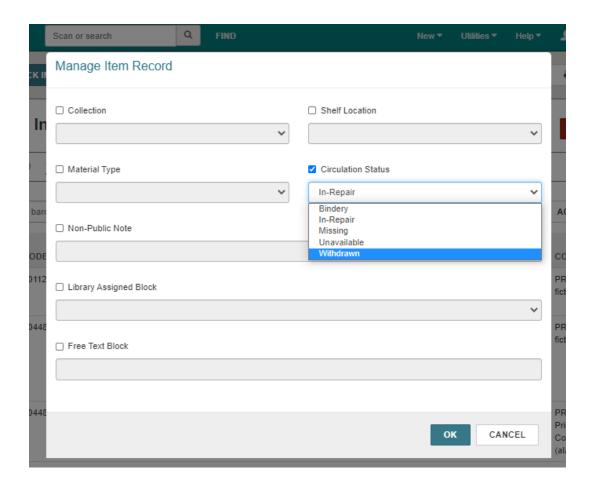
b. Click **Yes** to reactivate the hold.



3. Once the item is checked in, check the box left of the checked-in item, and click **Manage Item Records** from the **ACTION** drop-down menu.



4. Check the box beside Circulation Status, then select **Withdrawn** from the drop-down menu. Then click **OK**.



5. The item has been withdrawn.