

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.

Check In [CLOSE]

Normal (0) Bulk (2) In House (0) Inventory (0) Missing Part

Enter item barcode [FIND TOOL] Free Days 0 4/13/2021 [ACTIONS]

<input type="checkbox"/>	BARCODE	DUE DATE	STATUS	COMMENT	FINE CHARGED	TITLE	MATERIAL TYPE	SHELF LOCATION	PATRON NAME	COLLECTION
<input checked="" type="checkbox"/>	31000044875956	5/4/2021	Checked Out -> Available		\$0.00	Blood brothers	Large Print		Albus Dumbledore	PRL Large Print Collection (alapl)
<input type="checkbox"/>	15555	4/27/2021	Checked Out -> Available		\$0.00		Book		Albus Dumbledore	On the Fly (fly)

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

Item Record [SAVE] [ACTIONS] [LINKS] [C] [CLOSE]

Columbo the helter skelter murders
By Harrington, William, 1931-2000.

Barcode: 31000046179191 ILL Non-circulating
Call number: MYS HAR Record status: Final
Collection: PRL Large Print Collection Bib control number: 50564
Shelf location: None Parent item:
Owning branch: Parkland Regional Library Assigned branch: Parkland Regional Library

4/13/2021 8:24:50 AM

[Check In] [Place Hold] [Copy] [Delete] [Undelete] [Add to New Record Set] [Add to Existing Record Set]

[Details] [Circulation] [Controls] [Blocks and Notes] [History] [Statistics] [Record Sets] [Notices] [Source and Donor]

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

Fill hold request

Nine cemeteries in Camrose, Bawlf, Round Hill district
Barcode: 31000011254300

satisfies a hold request for:
Dumbledore, Albus
Barcode: 21000007618734

Do you want to hold the item?
(Click Cancel to stop the check-in/check-out process.)

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

Reactivate hold

Do you want to reactivate the hold request for this patron?

Name: Dumbledore, Albus
Barcode: 21000007618734

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.

Check In

Free Days

<input type="checkbox"/>	BARCODE	DUE DATE	STATUS	COMMENT	FINE CHARGED	TITLE	MATERIAL TYPE	SHELF LOCATION
<input checked="" type="checkbox"/>	31000011254300	5/4/2021	Checked Out -> Available		\$0.00	Nine cemeteries in Camrose, Bawlf, Round Hill district	Book	
<input type="checkbox"/>	31000044877879	5/4/2021	Checked		\$0.00	The Buffalo Lake	Book	

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 Check the box beside Circulation Status, then select **Withdrawn** from the drop-down menu.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

The screenshot shows a 'Manage Item Record' dialog box with the following fields and options:

- Collection: [Empty dropdown]
- Shelf Location: [Empty dropdown]
- Material Type: [Empty dropdown]
- Circulation Status: [Open dropdown menu showing 'In-Repair', 'Bindery', 'In-Repair', 'Missing', 'Unavailable', and 'Withdrawn' (highlighted)]
- Non-Public Note: [Empty text field]
- Library Assigned Block: [Empty dropdown]
- Free Text Block: [Empty text field]

Buttons: **OK** and **CANCEL**

5. The item has been withdrawn.