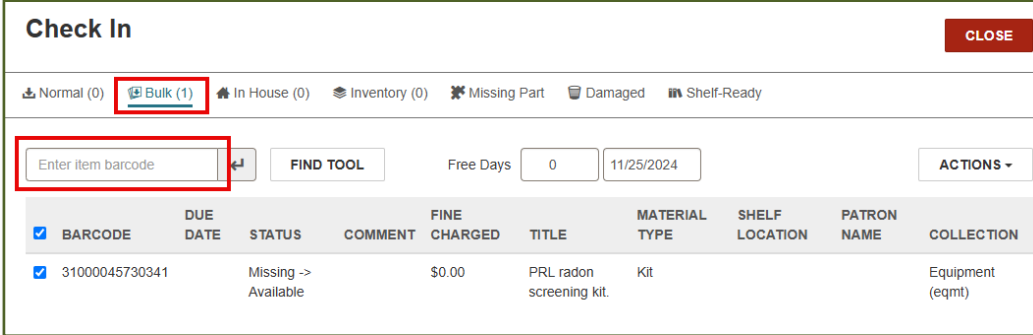# Withdraw an Item with an Odd Status

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.).

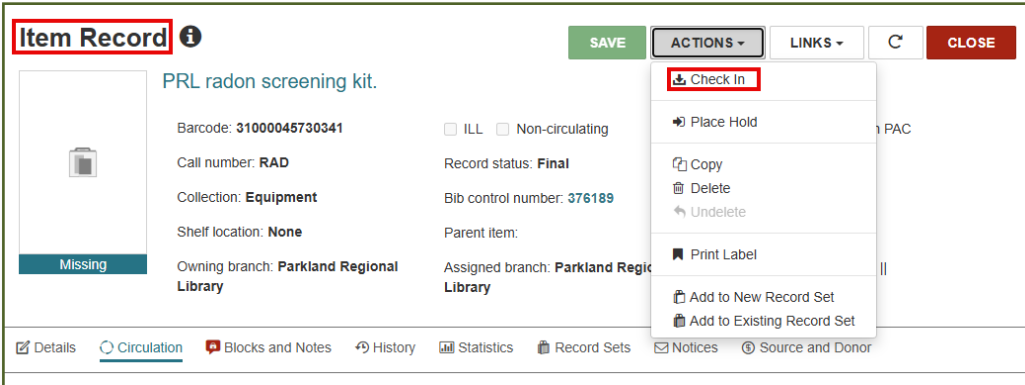1. Copy and paste the barcode into the **Check In** field.

a. You may need to open the item record and select **Check In** from the **Actions** drop-down menu.
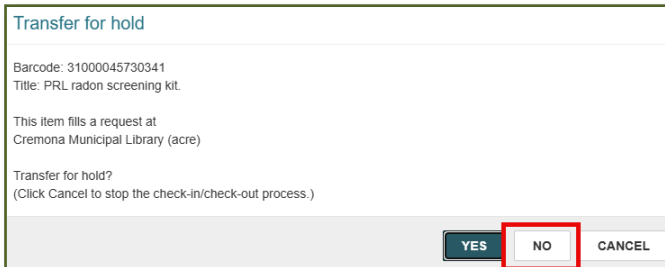
2. Deny and reactivate any holds.

a. Click **No** to reject filling the hold.

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

Reactivate hold

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

Name: Finch, Atticus
Barcode: 21000007618734

YES   NO

c. Once the item is checked in, check the box left of the checked-in item, and click **Manage Item Record** from the **Actions** drop-down menu.

Check In   CLOSE

⬇ Normal (0)   📥 Bulk (1)   🏠 In House (0)   📑 Inventory (0)   ✳ Missing Part   🗑 Damaged   📚 Shelf-Ready

| Enter item barcode | ↵ | FIND TOOL | Free Days | 0 | 11/25/2024 | | | ACTIONS ▾ |

☑	BARCODE	DUE DATE	STATUS	COMMENT	FINE CHARGED	TITLE	MATERIAL TYPE	SHELF LOCATION
☑	31000045730341		Missing -> Available		$0.00	PRL radon screening kit.	Kit	

Actions menu:
- ✏ Clear List
- ⚒ Manage Item Record
- ▥ Replace Barcode
- ✳ Manage Missing Parts
- 🖨 Print List
- 📂 Load from File

d. Check the box beside **Circulation Status**, then select **Withdrawn** from the drop-down menu. Then click **OK**. The item has now been Withdrawn.

Manage Item Record

☐ Collection

☐ Shelf Location

☐ Material Type

☑ Circulation Status
Withdrawn

☐ Non-Public Note

☐ Library Assigned Block

☐ Free Text Block

OK   CANCEL