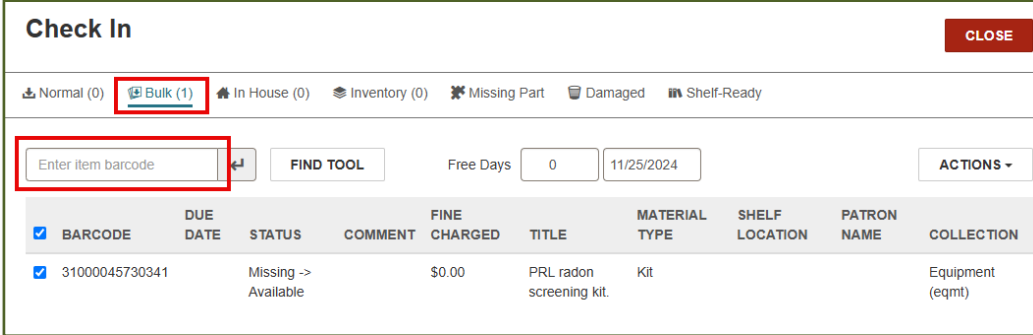


## Withdraw an Item with an Odd Status

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.



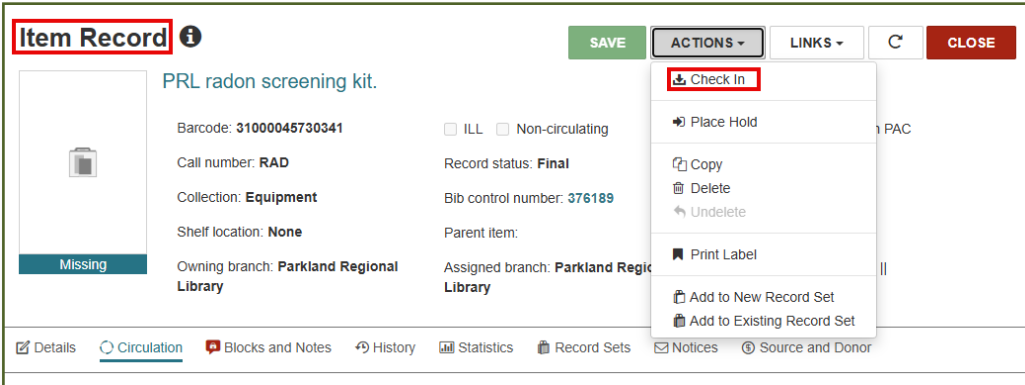
**Check In** CLOSE

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 ▾

| <input checked="" type="checkbox"/> | BARCODE        | DUE DATE | STATUS               | COMMENT | FINE CHARGED | TITLE                    | MATERIAL TYPE | SHELF LOCATION | PATRON NAME | COLLECTION       |
|-------------------------------------|----------------|----------|----------------------|---------|--------------|--------------------------|---------------|----------------|-------------|------------------|
| <input checked="" type="checkbox"/> | 31000045730341 |          | Missing -> Available |         | \$0.00       | PRL radon screening kit. | Kit           |                |             | Equipment (eqmt) |

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



**Item Record** SAVE ACTIONS ▾ LINKS ▾ ↻ CLOSE

**PRL radon screening kit.**

Barcode: 31000045730341  ILL  Non-circulating

Call number: RAD Record status: Final

Collection: Equipment Bib control number: 376189

Shelf location: None Parent item:

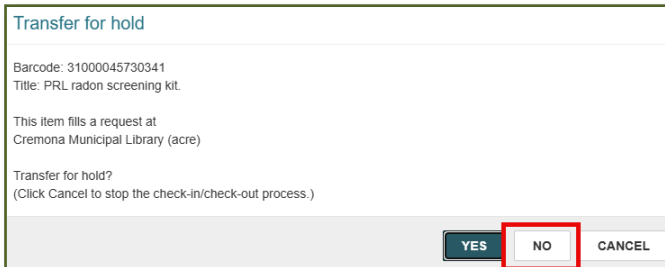
Owning branch: Parkland Regional Library Assigned branch: Parkland Regional Library

**ACTIONS ▾**

- Check In**
- Place Hold
- Copy
- Delete
- Undelete
- Print Label
- Add to New Record Set
- Add to Existing Record Set

Details Circulation 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.



**Transfer for hold**

Barcode: 31000045730341  
Title: PRL radon screening kit.

This item fills a request at Cremona Municipal Library (acre)

Transfer for hold?  
(Click Cancel to stop the check-in/check-out process.)

YES **NO** CANCEL

- 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

- 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   Free Days   ACTIONS ▾

| <input checked="" type="checkbox"/> | BARCODE        | DUE DATE | STATUS               | COMMENT | FINE CHARGED | TITLE                    | MATERIAL TYPE | SHELF LOCATION |
|-------------------------------------|----------------|----------|----------------------|---------|--------------|--------------------------|---------------|----------------|
| <input checked="" type="checkbox"/> | 31000045730341 |          | Missing -> Available |         | \$0.00       | PRL radon screening kit. | Kit           |                |

Clear List

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