

## ARTHUR – Standards for withdrawing materials

Choose one of the following withdrawal methods depending on whether the item is in hand or missing.

Deletion method: This method will not provide any statistical information or reports.

- Delete the item record.

- Delete/modify the check-in record if appropriate.

- Delete the bibliographic record if no other holdings.

Suppression methods for discarded and withdrawn materials. Reports and statistics can be created.

Discarded materials (item in hand)

- Change ICODE2 to n to suppress the record

- Change the status to w

- Add a note field to the item record with the date it was discarded in format mo/yr, and any other useful information.

- Change item location code to the appropriate discard location code

- Change BCODE3 to n (suppress) if no other library has holdings

- The bibliographic location code will be changed by the update location program when it next runs (Or change when withdrawing). The bib record will display until the location code is updated.

- Modify check-in records, if appropriate.

- Update any OCLC records that no longer have holdings.

- At the end of the fiscal year, create lists of records with status w and library location code for statistical reports.

Use the same procedure for missing items except use the \_\_wii withdrawn location code in the item record to show the item was not in hand when withdrawn.

After creating reports and statistical information, the withdrawn items may be deleted from the database. Bibliographic records can be deleted if there are no other holdings from other libraries.