

WITHDRAWALS – PROCESSING MATERIAL TO BE WITHDRAWN

Need access to Millennium (CONSORT), Connexion (OCLC/WorldCat)

- 1, At least once a month pull items for the TO BE WITHDRAWN shelves
2. Check to see if librarians have filled out form (see sample below) indicating OCLC number, whether last copy in OhioLINK.
 - If this information not provided by librarian, search in CONSORT, & OhioLINK to complete the information.

OCLC #	_____
_____	Another copy at Wooster?
_____	Another copy in CONSORT?
_____	Another copy in OhioLINK?
Save?	_____
Withdraw?	_____
Initials	_____

3. Sort books on the basis of completed form and process each group separately.
 - other copy/ies or volumes still at WOO – see #6A below
 - Last copy at WOO, still copies in CONSORT – see #6B below
 - Last copy in OhioLINK – see #6C below

4. In all cases, watch for the following and check with Collection Services and/or Special Collections librarian before withdrawing:

- Entries in record such as College of Wooster author collection, Paul O. Peters collection
- Information such as Missionary alcove stamp, ownership or authorship by Notestein, Compton, Lowry, AE Taylor, Annie B. Irish, Waldo Dunn
- Bookplate: Library of Charles Wood
- Author's signature or inscription
- Government publications from the Government Printing Office
- See Special Collections Notes and Added Entries
[<http://www.wooster.edu/library/services/tsprocedures/speccollnotes.pdf>]
for additional special-collections related materials.

5. INFORM CS LIBRARIAN – she/he will review items on the truck to catch anything that might be problematic – this step should be done before anything is actually withdrawn

6. PROCESS SEPARATELY EACH SET AS SEPARATED in Step No. 3 above.

A. Other copy/ies or volumes still at WOO

- Search in CONSORT – search by barcode if there is one in the item, otherwise try title or author
- Watch for special cases as in no. 4 above
- Delete item record
- Do NOT delete bib record
- Do NOT delete holdings in OCLC
- Put on truck for Preparations for physical withdrawal processing

B. Last copy at WOO, still copies in CONSORT

- Search in CONSORT – search by barcode if there is one in the item, otherwise try title or author
- Watch for special cases as in no. 4 above
- Delete Item record
- Follow Single Item Process (7A) or Batch Process (7B) to delete holdings in OCLC/WorldCat
- Do NOT delete BIB record as other libraries will have holdings attached
- Count statistics for TITLE withdrawn (volume count will be kept by Preparations)
- Put on truck for Preparations for physical withdrawal processing

C. Last copy in OhioLINK

- Search in CONSORT – search by barcode if there is one in the item, otherwise try title or author
- Watch for special cases as in no. 4 above

- Follow Single Item process (7A) or Batch Process (7B) to delete holdings from OCLC/WorldCat
- Delete Item record in CONSORT
- Delete Bib record in CONSORT
- Count statistics for TITLE withdrawn (volume count will be kept by Preparations)
- Write “Last copy in OhioLINK” on top of search slip so it can be easily seen when reviewing truck of books.
- Put on truck for Preparations for physical withdrawal processing

7. DELETE HOLDINGS IN OCLC/CONNEXION/WORLDCAT

A. Single title process

- open CONNEXION & connect
- search by OCLC no.
- Delete holdings by selecting the correct menu option or icon or function key (shiftF8)
- Go on to next OCLC no.

B. Batch process

- Open CONNEXION software (do NOT need to connect to or open session with OCLC at this point)
 - Select “Batch” from top row of Connexion menu
 - Select “Enter bibliographic search keys”
 - Copy OCLC number from the CONSORT bib record
 - Paste OCLC number, preceded by * (asterisk) into QUERY space
 - Press ADD key
 - The Add key must be pressed after each number input
 - After all numbers have been entered, Select SAVE
 - Select CLOSE
- Process batch searches in Connexion
 - Can do when all search keys for this months withdrawals are entered
 - Select BATCH from top menu
 - Select PROCESS BATCH
 - In lower left of window, under Process, select ONLINE SEARCHES
 - Select OK
 - Searches are processed – should get separate window reporting result
- Delete holdings
 - Log on / connect to OCLC through Connexion
 - Go to CATALOGING in top menu

- Select SEARCH
 - Select LOCAL SAVE FILE
 - Chose the ToWithdraw file
 - Should get all of the records processed in the batch search
 - Look through list – should match what was processed in batch file
 - If any have a BLANK in the HELD column, record can be deleted from list – highlight and Click DELETE button or select DELETE RECORD under ACTION heading
 - Highlight the rows for the titles for delete holdings.
 - Click DELETE HOLDINGS button or select DELETE HOLDINGS under ACTION heading
 - When OCLC completes the holdings deletion on all, should see “Held column” as empty, and “Delete holdings” column should have a “C”
 - Then need to remove records from local save file. With records still highlighted, click DELETE button or select DELETE RECORD under ACTION heading.
- You are done and can disconnect from OCLC

8. Pass truck of processed books on to PRESERVATION Dept.

Steps in Preservation Department include:

- Complete physical processing for withdrawals
- Separate out last copy items on truck
- When truck comes to CS librarian to review, she/he will review and pull selected last copy items to offer to OhioLINK libraries
- Truck also reviewed by Special Collections Librarian

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