SENDING ITEM FOR REINSTATE

This procedure outlines how to indicate that you want an item Reinstated. You are placing the item into a Work Order for Metadata Services.

1. Search for the **Physical Item** that you want to reinstate.

![Alma interface](image)

2. Once you have located the record, click on **Items**. Identify which Item you want reinstated.

![Library record](image)

3. Click on **Actions – Work Order**

4. Choose Process Type = **Withdrawals/Reinstates**
   - Do not pick from shelf should be **CHECKED**
   - Note = reinstate; also note if you are NOT sending the physical item to us
   - Managing department = **Metadata Services – Withdrawals / Reinstates**

![Work Order interface](image)
5. Click on **Submit**.

You will be returned to the List of Items.
The item you selected for the Work Order will now appear with
Status = Item not in place
Process type = Withdrawals/Reinstates

6. The item now needs to be sent to **Metadata Services** in Van Pelt for final processing, unless you have indicated otherwise on the Work Order.