SENDING ITEM FOR WITHDRAWAL

This procedure outlines how to indicate that you want an item Withdrawn.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

1. Search for the Physical Item that you want to withdraw.

2. Once you have located the record, click on Items. Identify which item you want withdrawn.

3. Click on Actions – Work Order

4. Choose Process Type = Withdrawals/Reinstates
   Do not pick from shelf should be CHECKED
   Note = withdraw; also note if you are NOT sending the physical item to us for disposal
   Managing department = Metadata Services – Withdrawals / Reinstates
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 are disposing of the item in your library (this must be noted in the Work Order)