

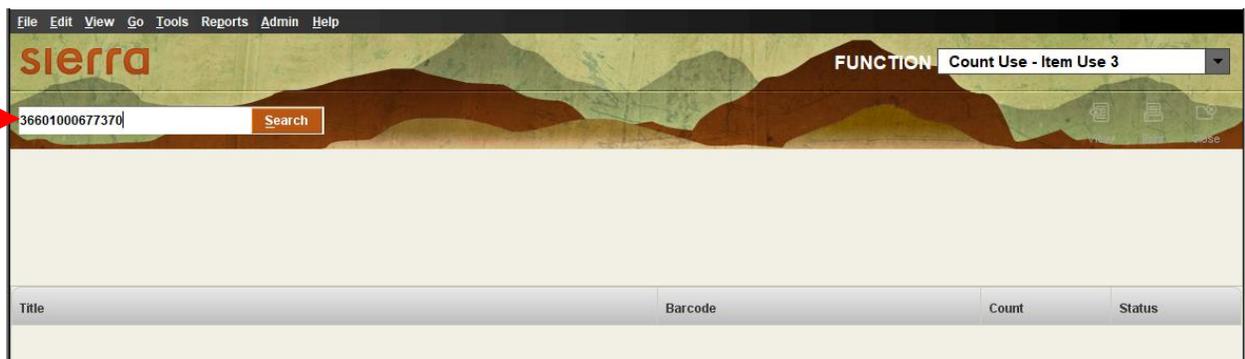
Instructions for Withdrawing Items from Your Collection

The following is step by step instructions to be used for all items to be withdrawn from your collection that you have taken off your shelf. **You physically have the item in your hand.** Do not use this for items that have a status other than available.

From your main Circulation Desk window, select “Count Use – Item Use 3” from the FUNCTION dropdown window as shown below.



In Count Use – Item Use 3 screen; key or scan in the item barcode of the items you are withdrawing as shown below.



! The status of the item must be blank. If the item status is “ON HOLDSHELF”, “IN TRANSIT”, “LOST AND PAID”, “MISSING”, “BILLED”, etc. You must make the appropriate corrections. If you choose not to withdraw the item after you have scanned it. Email Beth Lunn the barcode to remove it from Item – Use 3 so the item does not get deleted from the system.



Title	Barcode	Count	Status
Readers' advisory service in the public library / Joyce G. Saricks and Nancy Brown.	36601000677370	1	

STATUS OF THE ITEM IS:

LOST AND PAID: Email Beth Lunn the barcode to remove it from Item – Use 3.

MISSING: Go to Check-In (No Patron) and check in the item.

BILLED: Go to Check-In (No Patron) and check in the item. Email Beth Lunn the barcode to remove it from Item – Use 3.

ON HOLDSHELF: Go to Search/Holds and scan in the barcode. Look and see who it is on the holdshelf for. If the item is damaged and cannot fill the hold, email Beth Lunn for further instructions. If you can fill the hold, check the item in and email Beth Lunn to remove it from Item – Use 3.

IN TRANSIT: Go to Search/Holds and scan in the barcode. Look to see who the item is IN TRANSIT to.

- If it belongs to your library, go to Check-In (No Patron) and check in the item.
- If it belongs to another library, place a routing slip in the item, place it in the delivery crate, and email Beth Lunn the barcode to remove it from Item – Use 3.

CLAIMS RETURN: Go to Check-In (No Patron) and check in the item.

PROCESSING: Go to Check-In (No Patron) and check in the item.

See Next Page for Important Information

 When done scanning items in; or you walk away from your computer. Click the **Close** button and switch to another screen. This will prevent you scanning items into Item Use 3 by mistake.