Notes on Fines/Fees
Item records are now being retained for withdrawn materials. This means that you no longer have to remove fines/fees from items that you are withdrawing. Leave the item charged to the patron, with the fines/fees intact and then follow the rest of the procedures below.

Notes on Withdrawing Reserve Materials
If you are actually withdrawing a reserve item, please take the item off of reserve before marking it as WITHDRAWN following the procedures below.

If you are moving items from your reserve collections to some other location (circulating collections, reference, etc.), please take them off of reserve. DO NOT mark them as withdrawn. Send the items to Library Technical Services including a note that states what location you want them moved to. They will be given full cataloging and returned to you.

Notes on “Item Not Found”
Because item records are now being retained for withdrawn materials, Circulation staff will have to be very careful about checking the location on records in Voyager. If there is an item that is still in the collection, but the location is set to WITHDRAWN, please report it to your collection development librarian. If the decision is made to keep it in the collection, report the item to Cataloging as an “Item Not Found”, so the location can be corrected and the record unsuppressed.
Charging a Withdrawn Item

Items that have been withdrawn cannot be charged to a patron. If you try to charge a withdrawn item, you will see the following error message. If the patron has to have the item urgently, call someone in Cataloging or Systems and ask them to reinstate it for you.
Marking Items as Withdrawn

1) Open the **Functions** Menu and select **Pick and Scan**.

![Voyager Circulation Functions Menu]

2) Under the **Changes to Make** tab select **WITHDRAWN** as the temporary location and **Withdrawn** as the Item Status. Notice, that you have to check **Add selected** before you can select **Withdrawn** status. **DO NOT CHANGE ANY OTHER LOCATIONS OR TYPES.**

![Voyager Circulation Pick and Scan]

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3) After you have set the temporary location and item status, click on the **Records to Change** tab.

4) **Attention:** By default Pick and Scan is in **Preview Mode.** No actual changes are being made to the catalog. Please make sure to select **Update Database** under **What to do** for the changes to take place.

5) Scan in the barcode for **each** item to be withdrawn. (You don’t have to press **Enter**, just continue to scan barcodes until you have finished with your withdrawals.)

6) **You do not need to save the report that is generated to a file or print it.** A report is run in Library Technical Services to pull out the withdrawals based on the Item Status (which is why it is so important that that status is set correctly.)