



The Library

Item Maintenance : Withdrawals

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A. Course Reserve materials: these may be deleted.

1. Refer to the instructions for item deletion outlined in the Cataloguing Brief Record creation or Circulation Course Reserve documentation.

B. Branch collection (non-LC classed) items: these may be deleted.

1. Refer to the instructions for item deletion outlined in the Cataloguing Brief Record creation or Circulation Course Reserve documentation.
2. Keep track of all deletions. Branch / division heads are responsible for reporting these to the Library's statistics coordinator.

C. General collection (LC-classed) items, including serials: these must be formally withdrawn.

1. Using Pick and Scan, set both the **Permanent Location** and **Item Status** to "Withdrawn". Do not change the **Holding Location**.
2. Wand the item's barcode.
3. Stamp the item "Withdrawn from UBC Library" with the official withdrawn stamp and dispose of appropriately (refer to instructions from the Facilities Office).
4. Make sure you coordinate any serials withdrawals with your holdings maintenance staff.
5. Before withdrawing the Library's "last copy" of a title, contact your branch's bibliographer, in order not to violate the Library's weeding policy.

If you are planning to withdraw a large number of items, contact your Technical Services liaison and the AUL Collections & Technical Services before beginning.

Technical Services or Systems staff will perform periodic purges and/or shadowing of withdrawn items. Technical Services staff will periodically update serial holding summary statements to indicate gaps or changes in holdings.

Systems can produce reports based on withdrawn items, should they be required.