Withdrawing Titles
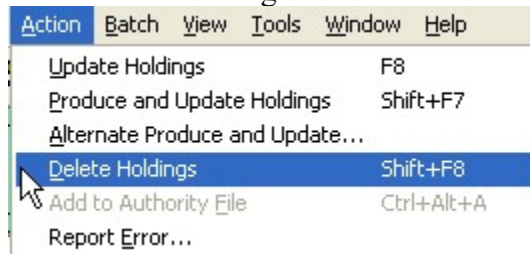
1. Pull shelf list cards.
2. In the cataloging module:
   a. Search and display titles.
      i. Check to make sure the call number in the 092 or 099 matches the call number on the shelf list card.
      ii. Make note of whether the 035 field begins with "ocm" or "OcoLC" or is just a number beginning with 6, 7, or 8. The records with the "ocm" or "OcoLC" prefix are from OCLC. Write the OCLC record number from the 035 on the shelf list card if it does not already appear there. Separate OCLC and non-OCLC cards into two piles.
   b. Display item record (if there is one)
      i. Check the barcode on the book against the barcode in the item record.
      ii. Delete the item record whether it is a match or not.
      iii.If the barcodes did not match, do a search on the barcode on the book.
      iv.If an item record displays, delete it.
   c. Display holdings record (if there is one) and delete it.
   d. Delete the bibliographic record provided that no other copy of the title is being retained.
3. In OCLC, for the bibliographic records that came from OCLC (035 field beginning with "ocm" or "OCoLC," AND for which the library is not retaining any of its copies:
   i. Search for the title.
   ii.Display the bibliographic record to which the library's holdings are attached.
   iii.Select Delete Holdings from the Action drop-down menu.

4. Place all the shelf list cards in a box for auditing purposes.
5. Process books for discarding.

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