How to Withdraw Damaged Items

[Note: some items may be repairable - send items to Library Technical Services to see if item can be repaired].

1. Withdraw the barcode from Aleph, using Change Item Process status feature.
   I. First, cursor over the Items in the menu at the top of ALEPH. Once you cursor over a dropdown menu should appear.

II. Click Change Item Process Status and a small box should appear.
III. Where you see **Item Process Status** click the arrow right next to it. A menu should appear.

IV. Scroll down until you see **Withdrawn (WD)** and click on it.

V. Click inside the empty space next to **Barcode**. Your cursor should appear.

VI. Scan the item’s barcode. There will be no pop-up to indicate the item was withdrawn.
2. Mark over the call number with a black marker to indicate the item has been Withdrawn.

3. Select the Item icon in Aleph and click on option S (circulation summary) to determine the number of loans the item has. If the Item doesn’t automatically appear, then you’ll need to scan the barcode.

4. If there are a lot of loans for this item, let the librarian know to possibly purchase a replacement.
5. Discard item as appropriate.