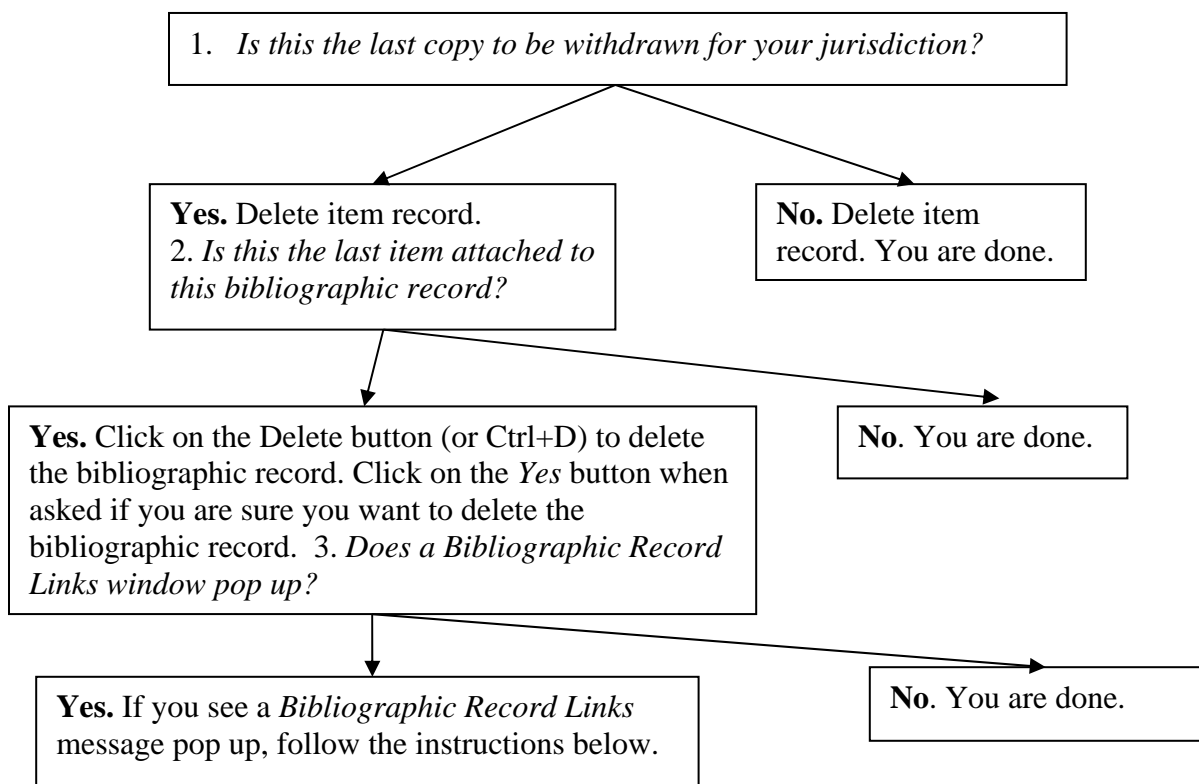# SECTION 18.0

Appendix W: Withdrawals in Black Gold Cooperative Library System

Overview of the Withdrawal Process

When the last copy of a title is withdrawn for a jurisdiction, staff should delete the item record from Polaris. When there are no longer any items attached to a bibliographic record, the bibliographic record is also deleted, with the possible exception of a bibliographic record for a new title/new order. If any holds are attached to a bibliographic record without items attached, the jurisdiction deleting the last item should also cancel the hold. The withdrawal process described is for the removal of online records from the shared catalog. Jurisdiction staff/volunteers should follow their local library procedures for physical withdrawal of the books or other materials.

NOTE: As of July 1, 2013, the old procedure of adding 590 "DELETE HOLD" fields to bibliographic records is no longer used to notify the Bibliographic Unit to delete OCLC holdings.

How to Withdraw the Last Copy of a Title : a Decision Flowchart

1. *Is this the last copy to be withdrawn for your jurisdiction?*

Yes. Delete item record.
2. *Is this the last item attached to this bibliographic record?*

No. Delete item record. You are done.

Yes. Click on the Delete button (or Ctrl+D) to delete the bibliographic record. Click on the *Yes* button when asked if you are sure you want to delete the bibliographic record. 3. *Does a Bibliographic Record Links window pop up?*

No. You are done.

Yes. If you see a *Bibliographic Record Links* message pop up, follow the instructions below.
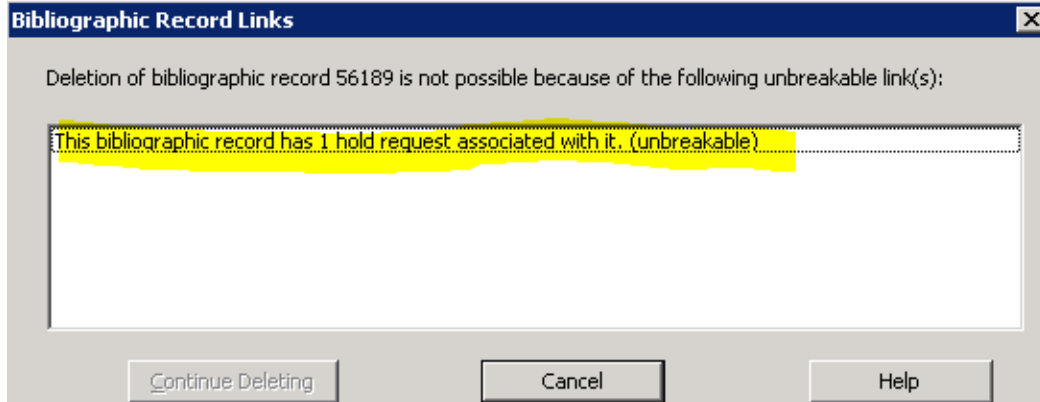
No. You are done.

If In Doubt:

Suppress the bibliographic record and ask the Bibliographic Unit to take care of the final deletion of the unlinked bibliographic record.

Examples of "Bibliographic Record Links" Messages

Holds Attached:

Bibliographic Record Links

Deletion of bibliographic record 56189 is not possible because of the following unbreakable link(s):

This bibliographic record has 1 hold request associated with it. (unbreakable)

[Continue Deleting] [Cancel] [Help]

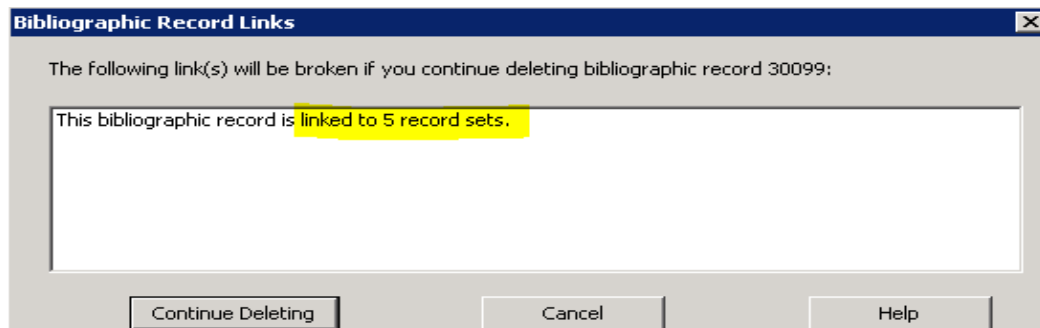If a hold is attached, cancel/delete the hold to notify the patron that the title is no longer available.

Invoice/Order Attached:

Bibliographic Record Links

The following link(s) will be broken if you continue deleting bibliographic record 578542:

This bibliographic record is linked to 1 purchase order line item.
This bibliographic record is linked to 1 invoice line item.
This bibliographic record is linked to 2 record sets.

[Continue Deleting] [Cancel] [Help]
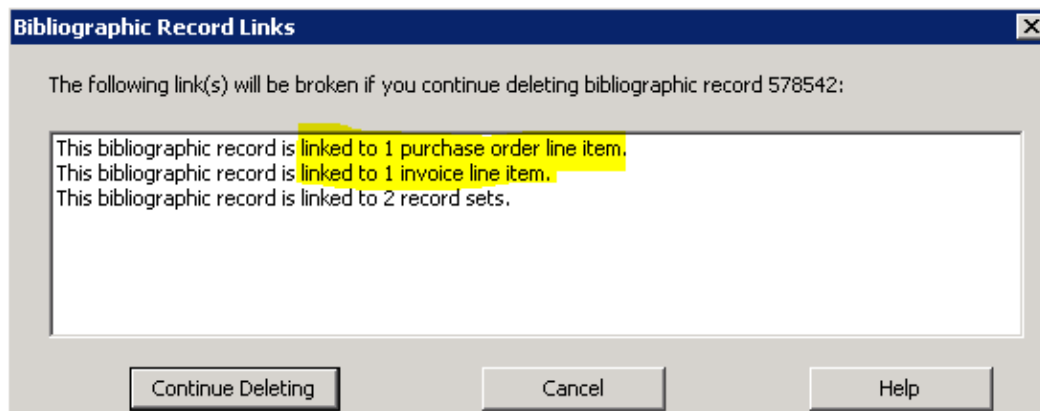
If purchase order/invoice information is still attached, refer the bibliographic record to the jurisdiction that placed the order so they can decide whether to delete the bibliographic record.

Linked to Other Record Sets:

Bibliographic Record Links

The following link(s) will be broken if you continue deleting bibliographic record 30099:

This bibliographic record is linked to 5 record sets.

[Continue Deleting] [Cancel] [Help]

Click on the *Continue Deleting* button, or refer the record to the Bibliographic Unit.