

## How to Withdraw Items from MeLCat in Alma

Change item policy to “Withdraw from MeLCat”

Search for Physical Item:

The screenshot shows the Alma search interface. The top navigation bar includes 'Macomb Community College', 'Alma', and a star icon. Below the navigation bar, there are tabs for 'Acquisitions', 'Resources', 'Fulfillment', 'Admin', and 'Analytics'. A search bar is visible with the text 'Physical items' and a dropdown menu set to 'Title'. The search query 'to kill a mockingbird' is entered in the search bar. Below the search bar, there is a welcome message: 'Welcome, DALNET, Office | Friday, February 23, 2018'. At the bottom, there are several navigation links: 'Recent Pages', 'Funds and Ledger...', 'Vendors', 'Review (PO)', 'Review (PO line)', and 'Design Analytics'.

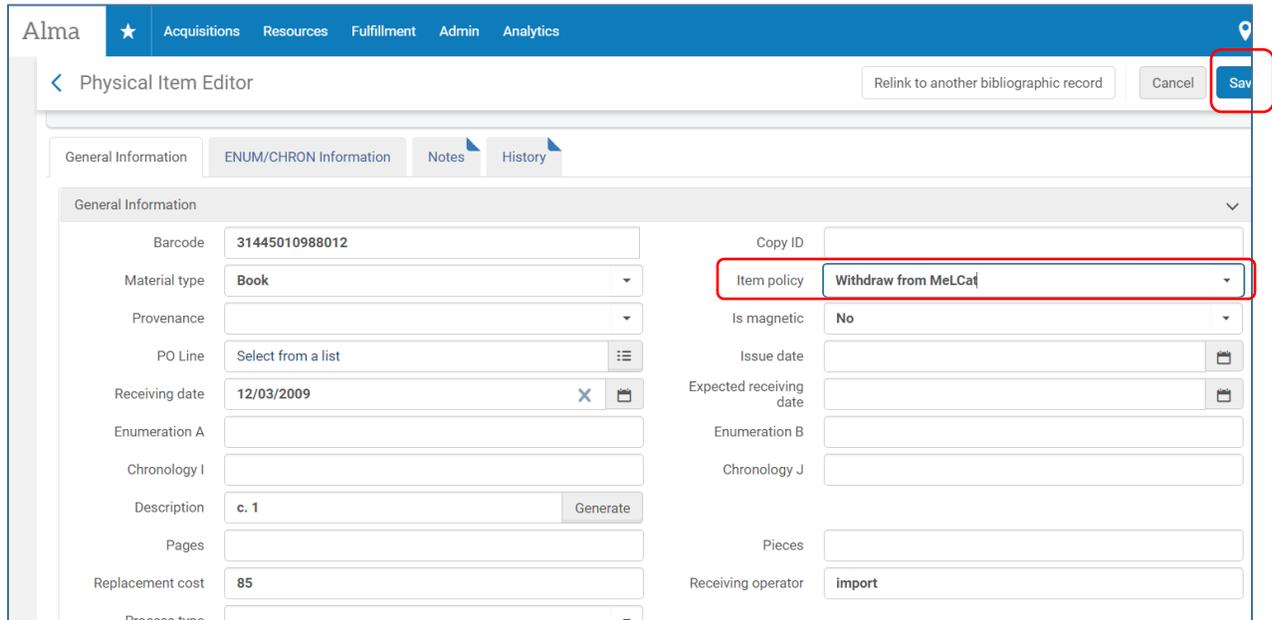
Click on Edit Item:

The screenshot shows the Alma item details page for the item 'To kill a mockingbird / by Harper Lee ; editor, Don Noble.'. The 'Edit Item' button is highlighted with a red box. The page displays various details for the item, including the barcode (31445010988012), update date (07/13/2017), library (Macomb Community College Center Campus), and call number (PS 3562 .E353 T66 2010). The item policy is currently set to 'Book'. Other details include the call number type (Library of Congress classification), status (Item in place), due back (-), item type (Book), material type (Book), and description (c. 1).

In Item Policy Click on Drop-Down Box:

The screenshot shows the Alma Physical Item Editor interface. The 'Item policy' dropdown menu is highlighted with a red box. The page displays various fields for editing the item, including the barcode (31445010988012), material type (Book), provenance, PO Line, receiving date (12/03/2009), enumeration A, chronology I, description (c. 1), pages, replacement cost (85), process type, copy ID, item policy (Book), is magnetic (No), issue date, expected receiving date, enumeration B, chronology J, pieces, and receiving operator (import).

Select Withdraw from MeLCat as Item Policy and then Click Save:



Alma

Acquisitions Resources Fulfillment Admin Analytics

Physical Item Editor

Relink to another bibliographic record Cancel Save

General Information ENUM/CHRON Information Notes History

General Information

Barcode 31445010988012 Copy ID

Material type Book Item policy Withdraw from MeLCat

Provenance Is magnetic No

PO Line Select from a list Issue date

Receiving date 12/03/2009 Expected receiving date

Enumeration A Enumeration B

Chronology I Chronology J

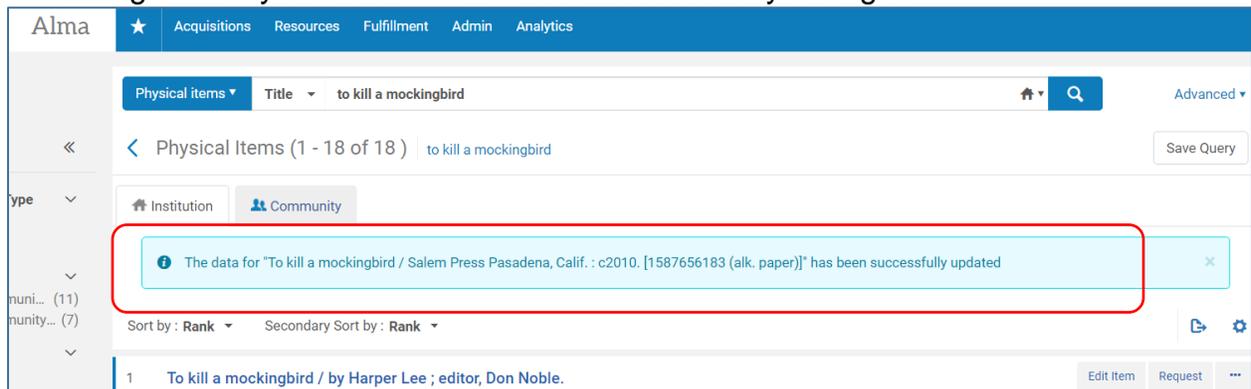
Description c. 1 Generate

Pages Pieces

Replacement cost 85 Receiving operator import

Process type

A message will say that the data has been successfully changed:



Alma

Acquisitions Resources Fulfillment Admin Analytics

Physical items Title to kill a mockingbird

Physical Items (1 - 18 of 18) to kill a mockingbird Save Query

Institution Community

The data for "To kill a mockingbird / Salem Press Pasadena, Calif. : c2010. [1587656183 (alk. paper)]" has been successfully updated

Sort by: Rank Secondary Sort by: Rank

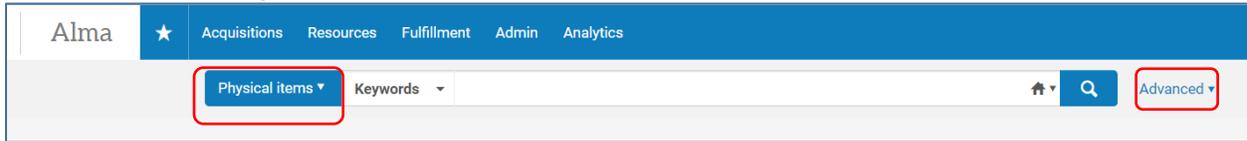
1 To kill a mockingbird / by Harper Lee ; editor, Don Noble. Edit Item Request

You should wait at least 24-48 hours to run a job to withdraw the items, to ensure that the item updates are sent to MeLCat before they are deleted from Alma. You may run a job to withdraw items immediately after the waiting period, or you may wait and accumulate items over a period of time and run the job to withdraw the items on a schedule, such as weekly or monthly.

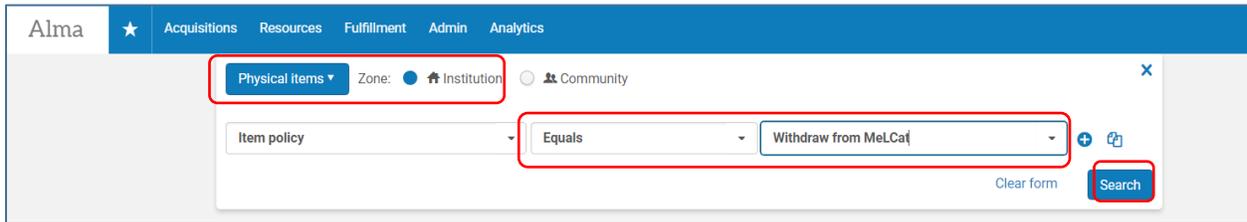
If you chose to accumulate them over a period of time, you will need to locate all the items with the proper status.

## To locate all of the items with the status of Withdraw from MeLCat:

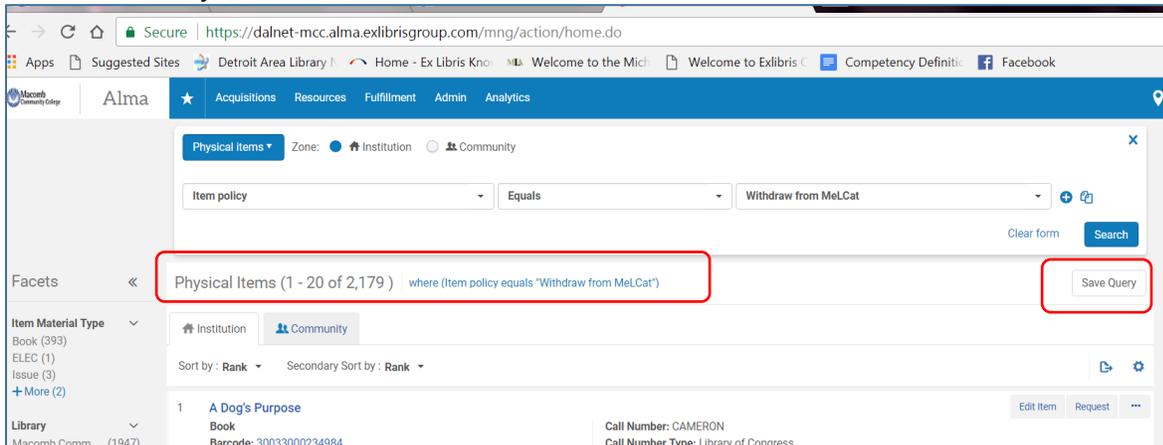
In Alma, select Physical Items and then Click on Advanced:



The Advanced Search Box will appear. Click on Equals and then Select Withdraw from MeLCat. Make sure you are in the Institution Zone and not the Community Zone. Click Search:

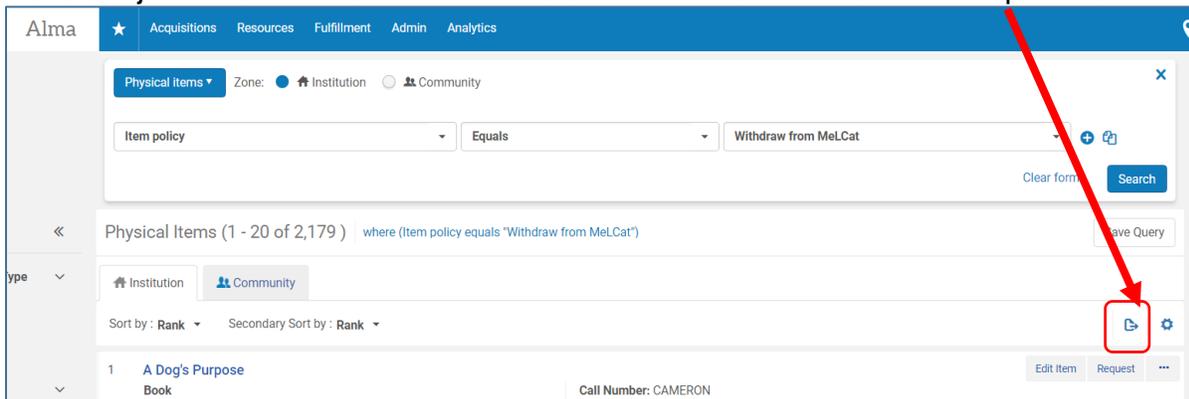


The search result has 2,179 items with the item policy of **Withdraw from MeLCat**. Click on Save Query:

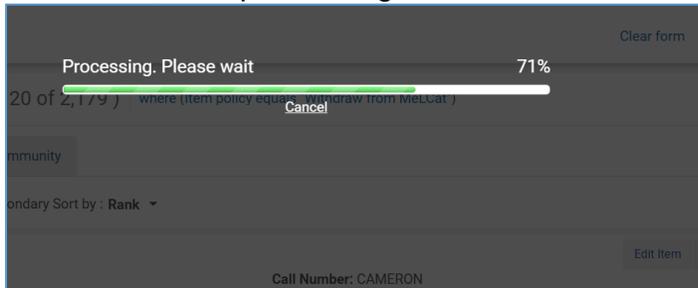


## IMPORTANT NOTE:

At this point you may also wish to save this search in Excel format because once the withdraw job runs the information in the set will be deleted. Click on Export List Icon:



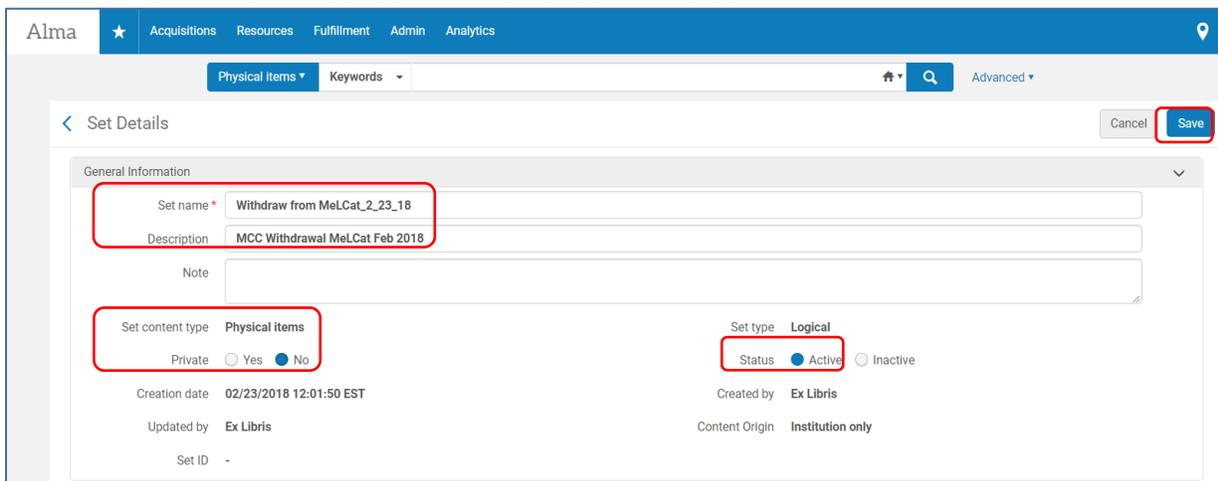
You will see this processing box:



Open the Excel Spreadsheet and manipulate the data as needed:

	A	B	C	D	E
1	<b>Creator/Publisher</b>	<b>title</b>	<b>Barcode</b>	<b>Barcode</b>	<b>Update Date</b>
2	Book	A Dog's Purpose	30033000234984	30033000234984	03/06/2017
3	Book By Johnson, Mildred, (New	How to solve word problems in a	3144500064998	3144500064998	08/11/2016
4	Book By Johnson, Mildred, (New	How to solve word problems in a	31445000170464	31445000170464	08/11/2016
5	Book By Johnson, Mildred, (New	How to solve word problems in a	31445000170571	31445000170571	08/11/2016
6	Book By Chin, Ava	Eating Wildly	31621211043935	31621211043935	09/14/2016
7	Visual material By Hansen, Mark	38 proven ways to close that sale	31880002575452	31880002575452	08/12/2017
8	Visual material By Macomb Cour	On line program [videorecording]	31445000436816	31445000436816	08/11/2016
9	Visual material By Macomb Cour	On line program [videorecording]	31445000436824	31445000436824	08/11/2016
10	Visual material By Macomb Cour	On line program [videorecording]	31880001596400	31880001596400	08/11/2016
11	Visual material By McCarthy, Jan	Reading and young children [vide	31445000433284	31445000433284	08/11/2016
12	Visual material By Boehler, Ted (	Motivation [videorecording] / Pri	31445000450114	31445000450114	08/11/2016
13	Visual material By Coastal Trainin	Harassment is [videorecording]	31445010946366	31445010946366	08/11/2016

After clicking on Save Query the Set Details Box will appear. Enter a Set Name. Click Save. We recommend putting the date you ran the query for future reference. If you wish others to see the set select "No" under Private:



## The Set is Saved:

Alma Manage Sets

1 - 10 of 10

Content Type: All

Active	Name	Type	Content Type	Creation Date
<input checked="" type="checkbox"/>	856 subfield x replace mcclib with mcslib	Logical	All Titles	08/11/2016 10:37:11 EDT
<input checked="" type="checkbox"/>	856 subfield remove if not equal to x mcslib	Logical	All Titles	08/11/2016 14:45:45 EDT
<input checked="" type="checkbox"/>	MCC Suppressed bibs	Logical	Physical titles	08/23/2016 12:12:19 EDT
<input checked="" type="checkbox"/>	external users with role of patron	Logical	User	09/20/2016 16:32:23 EDT
<input checked="" type="checkbox"/>	Films on demand Jan. 2017	Logical	Electronic titles	01/12/2017 11:33:58 EST
<input checked="" type="checkbox"/>	MeLDel_9_19_17	Logical	Physical items	09/19/2017 11:23:40 EDT
<input checked="" type="checkbox"/>	cooking as a subject	Itemized	Physical items	09/19/2017 16:57:09 EDT
<input checked="" type="checkbox"/>	Withdraw from MeLCat	Logical	Physical items	09/22/2017 14:10:21 EDT
<input checked="" type="checkbox"/>	Initial Publish Records to MeLCat (Physical)	Logical	Physical Items	11/14/2017 13:33:42 EST
<input checked="" type="checkbox"/>	Withdraw from MeLCat_2_23_18	Logical	Physical items	02/23/2018 12:01:50 EST

Now that you have saved your Query as a Set, you may run a Job on the Set. In Alma Click on Admin > Manage Jobs and Sets > Run a Job:

Alma Admin

- User Management
  - ★ Manage Users
  - Purge User Records
  - Load Desk/Department Operators
  - Bulk Fine Waiving
  - User Identifier Types
- Advanced Tools
  - HealthCheck Dashboard
  - Manage Jobs and Sets
    - ★ Run a Job
    - ★ Monitor Jobs
    - ★ Manage Sets
    - Manage Exports

To find the job in a long list, click on the **Name** drop-down box and type "withdraw"

Click on Search icon:

Run a Job - Select Job to Run

1 - 20 of 53

Name

Type: All Source type: All

	Name	Description
1	Legal Deposit Annual Receipt Task	Legal Deposit Annual Receipt Task Chain
2	Update/Notify Users	Update/Notify Users for user set
3	Reading List Bulk Update	Reading List Bulk Update

## Select Withdraw Items and Click on Next:

Run a Job - Select Job to Run

1 - 2 of 2 Name withdraw

Type: All Source type: All

Name	Description	Content Type	Type
<input checked="" type="radio"/> Withdraw items	Withdraw physical items task.	Physical item	Withdraw
<input type="radio"/> Withdraw digital representations	Withdraw digital representations task.	Representation	Withdraw

Cancel Next

## In drop-down box select **Name** and enter melcat. Click Search:

Run a Job - Select Set

1 - 4 of 4 Name melcat

Content Type: All

Name	Type	Content Type	Create Date
<input type="radio"/> Initial Publish Records to MeLCat (Physical)	Logical	Physical Items	11/14/2017 13:33:42 EST
<input type="radio"/> Withdrawal process melcat	Logical	Physical Items	06/20/2017 14:44:53 EDT
<input type="radio"/> Withdraw from MeLCat	Logical	Physical Items	09/22/2017 14:10:21 EDT
<input type="radio"/> Withdraw from MeLCat_2_23_18	Logical	Physical items	02/23/2018 12:01:50 EST

Cancel Back Next

## Select the Proper Set and Click on Next:

Run a Job - Select Set

1 - 4 of 4 Name melcat

Content Type: All

Name	Type	Content Type	Create Date
<input type="radio"/> Initial Publish Records to MeLCat (Physical)	Logical	Physical Items	11/14/2017 13:33:42 EST
<input type="radio"/> Withdrawal process melcat	Logical	Physical items	06/20/2017 14:44:53 EDT
<input type="radio"/> Withdraw from MeLCat	Logical	Physical Items	09/22/2017 14:10:21 EDT
<input checked="" type="radio"/> Withdraw from MeLCat_2_23_18	Logical	Physical items	02/23/2018 12:01:50 EST

Cancel Back Next

Further information is located below this screenshot which explains the various choices in this table. Most likely the “Delete holdings; delete bibliographic records that have no other holdings” will be your selection. After the selection click on Next:

Run a Job - Enter Task Parameters

The selected set contains 2179 members.

Task Parameters: Withdraw items

How to handle holdings without items and bibliographic records? \*

- Keep holdings and bibliographic records
- Delete holdings; delete bibliographic records that have no other holdings
- Suppress holdings from publishing; suppress bibliographic records that have no other holdings from publishing
- Delete holdings; suppress bibliographic records that have no other holdings from publishing

Do not withdraw items with active requests

Do not withdraw items with non-active requests in the queue

Do not withdraw items with work orders

Cancel Back Next

Below is from Ex Libris Knowledge Center, *Running Manual Jobs on Defined Sets*:  
<https://knowledge.exlibrisgroup.com/@api/deki/pages/33393/pdf/Running%2bManual%2bJobs%2bon%2bDefined%2bSets.pdf?stylesheet=default>

Withdraw Items	Physical Item	Withdraw	<p>Validates that the items in the selected physical titles or physical items set are eligible for deletion (for example, they are not on loan or linked to an active PO line) and deletes them. For more information, see <a href="#">Deleting Physical Items (Withdrawals)</a>.</p> <p><b>Parameters:</b></p> <ul style="list-style-type: none"> <li>Select one of the following options to apply to holdings without items: <ul style="list-style-type: none"> <li>Keep holdings and bibliographic records</li> <li>Delete holdings; delete bibliographic records that have no other holdings</li> <li>Suppress holdings from publishing; suppress bibliographic records that have no other holdings from publishing</li> <li>Delete holdings; suppress bibliographic records that have no other holdings from publishing</li> </ul> </li> <li>Select whether to not withdraw items with active requests</li> <li>Select whether to not withdraw items with nonactive requests in the queue</li> <li>Select whether to not withdraw items with work orders</li> </ul> <p><b>Note</b> If this job is run on a set of physical titles, the items in the set are withdrawn even if the <b>Keep holdings</b> option is selected and regardless of whether the same bibliographic record has multiple holdings records in different libraries. If this job is run on a set of physical Items, only the specific items in the set are withdrawn. Even if a bibliographic record has multiple holdings records in different libraries and each holdings record has items, only the items that are in the selected physical items set are withdrawn. Other items are not withdrawn.</p> <p>When running the <b>Withdraw Items</b> job, Alma checks to determine whether an item has an open order. Items with open orders are not withdrawn by the <b>Withdraw Items</b> job. On the Job Report page, items with open orders are identified in the <b>Number of unmanaged Items</b> count and an error message appears in the Report Table section of the Job Report page identifying the specific type of error.</p>	Physical Inventory Operator Extended, Repository Manager Repository Administrator
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You will see a Review and Confirm screen. Double check the information and if correct, click Submit:

The screenshot shows the Alma interface for running a job. The top navigation bar includes 'Alma' and tabs for 'Acquisitions', 'Resources', 'Fulfillment', 'Admin', and 'Analytics'. The main heading is 'Run a Job - Review and Confirm' with a progress indicator showing steps 1, 2, 3, and 4. Buttons for 'Cancel', 'Back', and 'Submit' are visible. The job details are as follows:

General Information	
Job Name	Withdraw items - Withdraw from MeLCat_2_23_18 - 02/23/2018 16:25:24 EST
Set Information	
Set ID	1432930290003247
Name	Withdraw from MeLCat_2_23_18
Set Size	2179
Task Parameters: Withdraw items	
How to handle holdings without items and bibliographic records?	Delete holdings; delete bibliographic records that have no other holdings
Do not withdraw items with active requests	false
Do not withdraw items with non-active requests in the queue	false
Do not withdraw items with work orders	false

The job will run. Go to Admin > Monitor Jobs > History tab then click on icon This will open up the Reports for you to monitor if it ran successfully or with errors.