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## Batch Withdrawing Items in Alma

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## Batch Withdrawing Items in Alma

This workflow is used for the UCF Libraries' deaccession project to batch withdraw single and/or multiple items and volumes in records in Alma.

### Part I. Create to-be-withdrawn List and Consider Different Scenarios

In general scenario, the to-be-withdrawn items will be divided by call numbers or call number ranges. The lists can be created using Alma Analytics. The items on the lists can be arranged into mixed records set which contain both single item/volume records and multiple item/volumes records, and they can also be divided as single item/volume set and serial (multiple volumes) set.

Compile information in spreadsheet for to-be-withdrawn items, and some essential bibliographic information includes Title, Publisher, Publication Date, Edition, Permanent Call Number, Barcode, MMS Id, and OCLC Control Number. Columns can also be added to indicate withdraw status, such as "Withdrawn?Y/N", "Found on Shelf?Y/N" and "Notes".

#### Analyze the To-be-withdrawn List

If the set is a mixed record set, in analyzing the spreadsheet, first highlight duplicate MMS Ids for the "MMS Id" column via the following steps:

Select the cells you want to check for duplicates, in this case, it is "MMS Id";

Select Home > Conditional Formatting > Highlight Cells Rules > Duplicate Values;

In the box next to "values with", pick the formatting you want to apply to the duplicate values, and then select OK.

Now the records with more than 1 occurrence under MMS Id are highlighted, and these are multiple item/volume records. In other words, this title has more than one barcode to be withdrawn.

	Title (Complete)	Publisher	Publication Date	Edition	Permanent Call Number	Barcode	MMS Id	OCLC Control Number (035a)	Withdrawn subsets	multiple (count MMS Ids)	Withdrawn? Y/N	Found on Shelf? Y/N
472	Books designed by Bruce	New York Public L	1955.		Z232.R67 B66 1955	32103011154378	990302718740306596	2666586	1	1	Y	Y
473	Written by hand / Aubrey	George Allen and	1951.		Z43 .W467 1951	32103011337536	990303333630306596	1488997	1	1	Y	Y
474	The complete	Dover Publication	1999.		Z43 .W9 1999	32103011011990	990303389390306596	41185085	1	1	Y	Y
475	Digital color and type /	RotoVision	2002.		Z258 .C37 2002	32103011590449	990303810170306596	51528156	1	1	Y	Y
476	Typography now two :	Trade distributors	1998, c1996.		Z246 .T97 1998	32103011397175	990304340340306596	40434131	1	1	Y	Y
477	Introduction to digital	Thomson/Delmar	c2002.		Z286.E43 B47 2002	32103011522046	990304362480306596	49874367	1	1	Y	Y
478	New markets for printed	Common Ground	2002.		Z533.3 .N48 2002	32103011554882	990304534260306596	50629871	1	1	Y	Y
479	Apart from the text /	Oak Knoll Press; P	1998.	1st ed.	Z151.5 .R68 1998	32103009265111	990204677380306596	40691631	1b	2	Y	Y
480	Apart from the text /	Oak Knoll Press; P	1998.	1st ed.	Z151.5 .R68 1998	32103009796644	990204677380306596	40691631	1b	2	Y	Y
481	Historia de la imprenta	Fondo Histórico y	1958-		Z212 .M47 1958 v.1	32103008899167	990217689300306596	511536	1b	2	Y	Y
482	Historia de la imprenta	Fondo Histórico y	1958-		Z212 .M47 1958 v.2	32103008899175	990217689300306596	511536	1b	2	Y	Y

#### Adding the Withdrawn Number to the Local Stats Field

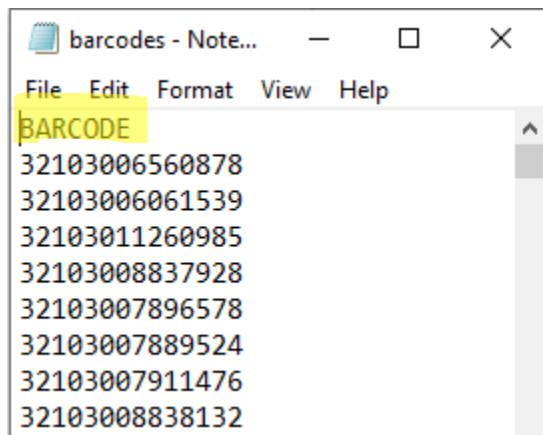
Next, count the occurrences of the MMS Ids for each record, for example, if your MMS Id is in column G, type "COUNTIF(G:G, G2)" to count the occurrence of the first MMS Id in the column. Sort this column by "A-Z", and the count outcome with value "1" will be on the top. Meanwhile, you'll need to exclude the ones which are not on shelf in the counting. This information is collected for adding the withdrawn copy number for each title in the local statistics field 996.

You can create a single item/volume set for the records with MMS Ids count equals to “1”, and create a set for the remaining records and call it “multi-vol” set. The original whole set can be withdrawn together, or separately as two sets. To have the separate sets will help you to edit the MARC records for the statistics information.

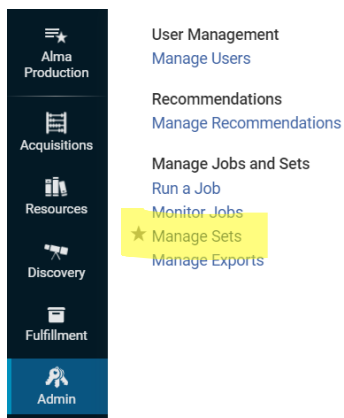
First, we’ll describe withdrawing single item/volume and multiple volumes separately.

## Part II. Batch Withdraw items in Alma

Create a text file of barcodes for multiple volume items in records that you want to withdraw. Give the list a header of “BARCODE”.



Go to Alma Admin - Manage Sets.



Select “Create Itemized Set”

< **Manage Sets** (1 - 20 of 82)

Create Itemized Set


Create Logical Set

## Itemized Set Details

Set name*	Set type
<input type="text" value="withdrawItemwMultiHoldings"/>	<b>Itemized</b>
Description	Content origin
<input type="text" value="create an itemized set for to be Withdrawn 575 Cocoa items with more than one holding (*will delete the Cocoa holding if no item left to be attached)"/>	<input type="text" value="Institution only"/>
Note	<input checked="" type="checkbox"/> Private
<input type="text" value="Enter note"/>	<input checked="" type="checkbox"/> Active
Set content type	
<input type="text" value="Physical items"/>	

## Add items to set

☐ From search
 ☒ From file
 ☐ From analytics



File name barcodes.txt

 The maximum allowed file size is 10 MB.

Create an itemized set to be withdrawn.

Name your set

- Optional: Add a description or note

Set the content type to Physical Items


Set Private=Yes

Set Status=Active

Set Content Origin=Institution only

## Add items to set

☐ From search
 ☒ From file
 ☐ From analytics



File name barcodes.txt

 The maximum allowed file size is 10 MB.

Under “Add Contents to Set”

- Select “From File”
- Add your file by selecting the folder icon, load the file “barcodes.txt”

- Select “Save”

< **Manage Sets** (1 - 20 of 88) Create Itemized Set Create Logical Set

☐ Name   Sort by: Creation Date  Scope: My Sets Status: All Delete

2	<input type="checkbox"/> <b>withdrawItemwMultiHoldings</b> <input checked="" type="checkbox"/> Itemized <span>Active</span>	Physical items Institution only Created by  Deng, Sai Created On 10/03/2023 13:29:16 EDT	<span>Contains filtered sets</span> <span>Content</span> <span>...</span>
---	---	---	---

An itemized set is created.

Before you run the withdraw, you'll want to create a titles list from the itemized list to export the MARC bibliographic records for editing.

## Create A Titles Set

On the Manage Sets page, click ... in the itemized set, choose “Create titles set”:

< **Manage Sets** (1 - 20 of 87)

☐ Name   Sort by: Creation Date  Scope: My Sets Status: All ...

1	<input type="checkbox"/> <b>withdrawItemwMultiHoldings</b> <input checked="" type="checkbox"/> Itemized <span>Active</span>	Physical items Institution only Created by  Deng, Sai Created On 10/03/2023 13:29:16 EDT	<span>Content</span> <span>...</span>
2	<input type="checkbox"/> <b>withdarwtitles_test4</b> <input checked="" type="checkbox"/> Itemized <span>Active</span>	Physical items Institution only Created by  Deng, Sai Created On 10/03/2023 11:47:06 EDT	<div> Add Members to Set  Duplicate  Combine Sets  <b>Create titles set</b>  Delete </div>

Check the titles set, click “Content”:

< **Manage Sets** (1 - 20 of 94) Create Itemized Set Create Logical Set

7	<input checked="" type="checkbox"/> <b>withdrawItemwMultiHoldings - titles - 10/03/2023 14:04:33 EDT</b> <input checked="" type="checkbox"/> Itemized <span>Active</span>	All Titles Institution only Created by  Deng, Sai Created On 10/03/2023 14:04:48 EDT <span>Filtered set</span>	<span>Content</span> <span>...</span>
---	---	--	---------------------------------------

After clicking “Content” on the right side of your set name under “Manage Sets”, it’ll open a new screen with all titles in the set. You can export the whole set as a spreadsheet. Click the export icon on the top right of your screen, choose “Excel (all fields)”:

The screenshot shows the 'All Titles' page for a set named 'withdrawItemwMultiHoldings'. The page header includes a back arrow, the title 'All Titles (1 - 50 of 565)', the set name, a timestamp, and a 'Set type' dropdown. There are buttons for 'Remove Selected' and 'Done'. Below the header, there's a 'Select All' checkbox and an 'Add Members' button. The main content area shows a list of titles, with the first one highlighted: 'Shoveling fuel for a runaway train : errant economists, shameful spenders, and a plan to stop them all / Brian Czech.' The title details include 'Book (Book - Physical) text; unmediated; volume By Czech, Brian, (Berkeley : University of California Press, ©2000.)', 'Language: English', 'ISBN: 0520225082 and others', and 'MMS ID: 990203482290306596'. On the right side, there are two export buttons: 'Excel (current view)' and 'Excel (all fields)', with the latter highlighted in yellow.

This will export a spreadsheet with full fields for the set. The “Availability” field provides the holding and item information. Later, after the withdraw, export the same title list, and check the “Availability” status again.

Availability	Availa bility (Netw ork)	Orders (Netw ork)	Peer Revie wed	Manag ed by s	Request s	MMS ID
Availability:Physical version at CFARC: GC; HD255 .G73 1998 (1 copy, 1 available) Availability:Physical version at CFSEC: GC; HD255 .G73 1998 (1 copy, 1 available)		0			0	990228672700306596

On the Manage Sets page, select Admin - Run a Job.

The screenshot shows the 'Run a Job - Select Job to Run' page. It has a search bar with 'Description' and a search icon. Below the search bar, there are filters for 'Type: All', 'Source type: All', and 'Content type: All'. A table lists available jobs. The first job is highlighted in yellow: 'Withdraw Physical Items' with a description 'Withdraw a set of Physical Items', 'Physical Item' content type, and 'Withdraw' type.

Search “withdraw” and find the “Withdraw physical items” job. Select the “Withdraw Physical items” job, click “Next”.

The screenshot shows the 'Run a Job - Select Set' page. It has a search bar with 'Name' and a search icon. Below the search bar, there's a filter for 'Content Type: All'. A table lists available sets. The first set is highlighted in yellow: 'withdrawItemwMultiHoldings' with 'Itemized' type, 'Physical Items' content type, 'Institution only' content origin, and a 'Create Date' of '10/03/2023 13:29:16 EDT'.

Select your set and click “Next”.

\*If you don't see your set, search for your set from the Name search on the "Run a Job – Select Set" page.

< Run a Job - Enter Task Parameters 1 2 3 4 Cancel Back Next

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 ☒

Send work order cancellation letter to operator ☐

Select the following task parameters:

- "Delete holdings; suppress bibliographic records that have no other holdings"
- "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"

Select Next.

## Confirmation Message

You are about to run a job which will affect 571 members of the set. This cannot be reversed. Do you want to continue?

Cancel Confirm

Review and Confirm your job.

Select Submit.

Confirm your job.

You will be taken to the Monitor Jobs page, you can refresh the page to see your job status, or go to the History tab and search for your job name.

Set name:

**withdrawItemwMultiHoldings**

Total added to set: [571](#)

Non-matched Records: [4](#)

Total failed for technical reasons: 0

Download error file: [sets-11295572610006596.csv](#)

Please note that the 4 non-matched records are records with items already withdrawn in the previous single item under single holding test.

When your job completed successfully, it will have a status with a green checkmark.

Monitor Jobs <span>Cancel</span>										
	Name	Process ID	Records processed	Records with exceptions	Job Category	Operator	Submit Date	Start Date	End Date	Status
8	Withdraw Physical items - withdrawitemMultiHoldings - 10/03/2023 13:34:09 EDT	112956051...	571	0	Repository	3411246	10/03/2023 13:34:48 EDT	10/03/2023 13:34:48 EDT	10/03/2023 13:55:08 EDT	Completed Successfully

You can check one or two records from the set in Alma to verify if the physical items indicated by the above barcode set have been withdrawn. In this case, the Cocoa holding will not display anymore or display with less items.

After withdrawing, click the titles set, click “Content” to open it.

Export a spreadsheet with full fields for the set. Check the “Availability” field again.

If the “Availability” field has become blank, it means that there are no holdings, no items or electronic portfolios left for the title and the records should have been suppressed. Copy the MMS IDs for these records out, and create a set. These records will need to be unlinked from the NZ after the bibliographic records update and have their OCLC holdings deleted. For serial records with retained items, their holding statements will need to be updated.

Run the same withdraw steps for records with single volumes. Some people prefer to run the withdraw jobs for single item/volume and multiple item/volumes separately for clarity. However, the whole set can be withdrawn together in one withdraw job, but they’ll need to be batch edited as different sets in MarcEdit because the stats information for the 996 field is different.

### Part III. Batch update 996 (Stats field) in the bibliographic records

You can export the title set as described in part II. Single item/volume set, and multiple items/volumes set can be exported and updated separately.

For records with multiple item/volumes withdrawn, its MMS IDs count in the spreadsheet will equal to “2”, “3” or more; you can create individual sets for them for batch update in MarcEdit. If the number of records is small, you can create one set called, for example, “multi-vol” and update them individually in MarcEdit.

Go to Alma Admin – Run a job.



Select “Export Bibliographic records”. Search “export” to find the job name. Click “Next”.

Run a Job - Select Job to Run 1 ? Cancel Next

1 - 7 of 7 Description

Type : All Source type : All Content type : All

	Name	Description	Content Type	Type
1	<input type="radio"/> Export URLs	Export URLs of Bibliographic records / Electronic resources / Digital titles	Versatile	Export
2	<input type="radio"/> Export Physical items labels	Export Physical items labels for printing	Physical item	Export
3	<input type="radio"/> Export Physical items	Export Physical items	Physical item	Export
4	<input type="radio"/> Export Electronic portfolios	Export active Electronic portfolios information	Portfolio	Export
5	<input type="radio"/> Export Digital titles	Export Digital records	Digital title	Export
6	<input checked="" type="radio"/> Export Bibliographic records	Export a set of Bibliographic records	Bibliographic title	Export
7	<input type="radio"/> Export Authority records	Export a set of Authority records	Authority record	Export

If you don't see the withdrawn set, you'll need to turn the itemized set into titles set first.

Check the set “withdrawItemwMultiHoldings - titles”, click “Next”.

< Run a Job - Select Set 1 2 3 4 Cancel Back Next

1 - 20 of 573 Name

Content Type : All Content Origin : All

	Name	Type	Content Type	Content Origin	Create Date
1	<input checked="" type="radio"/> withdrawItemwMultiHoldings - titles - 10/03/2023 14:04:33 EDT	Itemized	All Titles	Institution only	10/03/2023 14:04:48 EDT

< Run a Job - Enter Task Parameters 1 2 3 4 Cancel Back Next

Task Parameters: Export Bibliographic Records

Physical format	Binary
Output format	MARC21 Bibliographic
Number of records in file	One File
Expand routine	
Export into folder	<input type="text" value="Q Look-up or select"/>
FTP configuration	Institution
Sub-directory (Path relative to ftp configuration)	Private

Enter task parameters, and click “Next”.

Run a Job - Review and Confirm

1 2 3 4 Cancel Back Submit

General Information

Job Name: Export Bibliographic records - withdrawitemwMultiHoldings - titles - 10/03/2023 14:04:33 EDT - 10/03/2023 14:08:12 EDT

Set Information

Set ID: 11295894000006596

Name: withdrawitemwMultiHoldings - titles - 10/03/2023 14:04:33 EDT

Set Size: 565

Task Parameters: Export Bibliographic Records

Physical format: Binary

Output format: MARC21 Bibliographic

Number of records in file: One File

Expand routine

Export into folder: Institution

FTP configuration: -

Sub-directory (Path relative to ftp configuration): -

API Information

Submit the job.

Monitor Jobs

Cancel

Scheduled Running History

1 - 100 of 330 Name

Refresh

Job Category: All Status: All Submit Date Range: 10/02/2023 - 10/03/2023

Name	Process ID	Records processed	Records with exceptions	Job Category	Operator	Submit Date	Start Date	End Date	Status
1 Export Bibliographic records - withdrawitemwMultiHoldings - titles - 10/03/2023 14:04:33 EDT - 10/03/2023 14:08:12 EDT	112959306...	565	0	Repository	3411246	10/03/2023 14:08:47 EDT	10/03/2023 14:08:48 EDT	10/03/2023 14:08:55 EDT	Completed Successfully

The “Monitor Jobs” screen indicates that the job is completed.

Click the job name on the left and download the exported file.

## Job Report

Counters

Records exported	565
Link to Exported records	BIBLIOGRAPHIC_11295930620006596

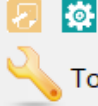
Download the bibliographic file.

< Exported Files Back

Name	Type	Date Created	Size	
1 BIBLIOGRAPHIC_11295930620006596_1.mrc	File	10/03/2023	1 MB	...

Click the downloaded MARC file, it'll open in MARCEdit.

**MARC Tools** — □ ×


 Tools What would you like to do?

**Select Operation:**


MarcBreaker ▾

Select Data to Process:

Open...

op\deaccession\largeset\BIBLIOGRAPHIC\_11295930620006596\_1.mrc 

Save As...

C:\Users\sa516509\OneDrive - University of Central Florida\Desktop\de 

Character Encoding Options

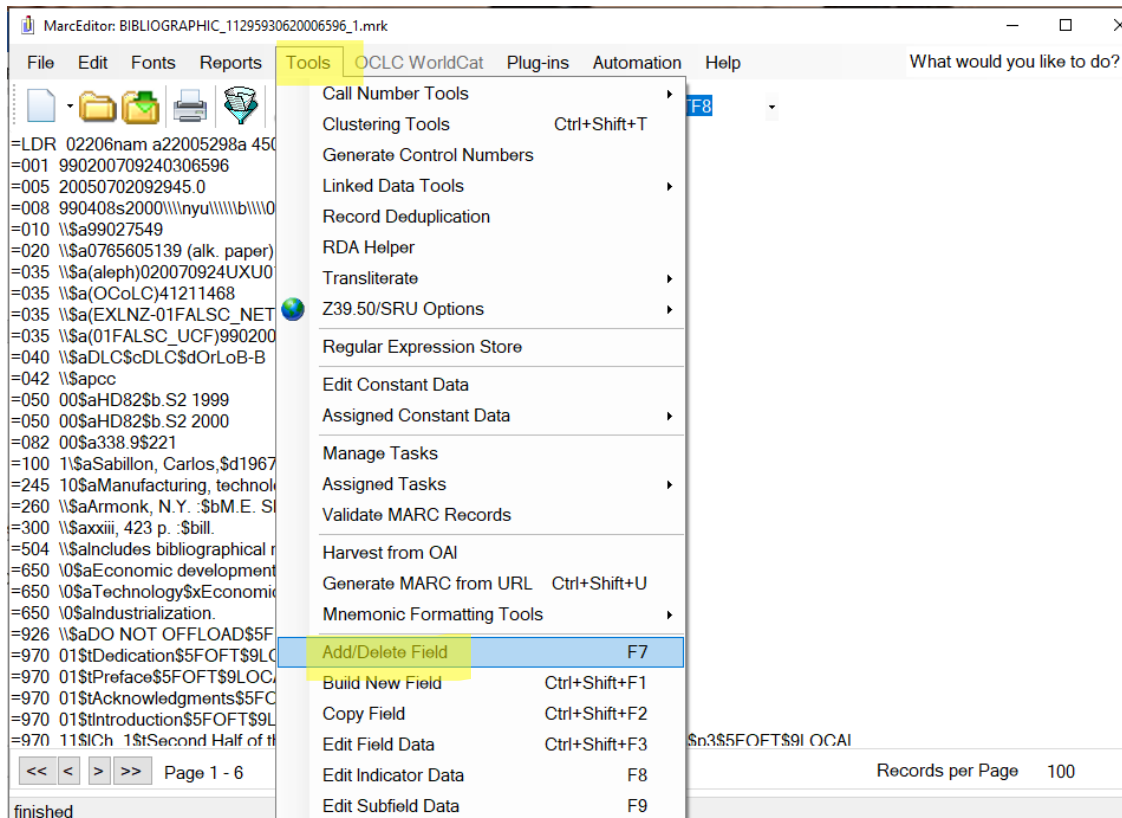
Default Character Encoding:

UTF8 ▾ ☐ Translate to MARC-8 ☒ Translate to UTF8

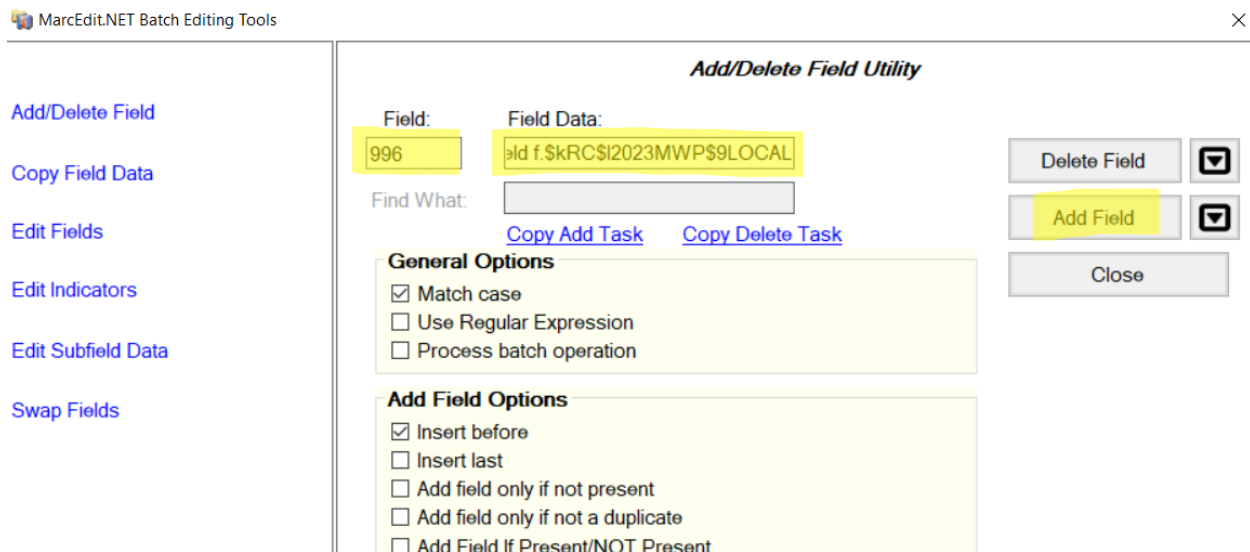
**Results:**

Execute  
Edit Records  
Close

Click "Execute". Now the MARC file is transformed to MARC text file. Click "Edit Records" to open the file.



Click “Tools – Add/Delete Field” to open the “Add/Delete Field Utility” screen.



Add “996” under “Field”, add field values, for example, “\\\$a2024-01-31\$b3411246\$cw\$dw\$ew\$f1\$gc\$h0\$i0\$jWithdrawal. Enter # of volumes in subfield f.\$RCS\$I2023MWP\$9LOCAL” under “Field Data”. Click “Add Field”.

Save the MARC text file and compile it to MARC file.

## Part IV. Create the Batch Import Profile

To add the edited records back, you will need to run the Batch Import Profile. It only needs to be created once.

Go to Alma Acquisitions – Import - Manage Import Profiles, click “+ Add New Profile”.

Import Profiles

Monitor Imports Back

Institution Network Community

1 - 1 of 1 Profile description withdraw

+ Add New Profile

Profile type: All

ID	Status	Profile name	Profile description	Profile Type	Contributed by
----	--------	--------------	---------------------	--------------	----------------

< Import Profile Details

1 ? Cancel Next

Choose Profile Type

☐ New Order

☐ Update Inventory

☒ Repository

☐ Digital

☐ Collection

☐ Discovery

**Repository** - Used for loading bibliographic records, resulting in the import of bibliographic information and the creation of physical/electronic inventory according to the parameters configured in the import profile.

Choose “Repository”, click “Next”.

Follow the steps to set up the profile. Refer to the printscreens below for details.

## &lt; Import Profile Details

Save Draft

Cancel

Save

Profile Details

Normalization &amp; Validation

Match Profile

Set Management Tags

Inventory Information

## Profile Details

Use Network Zone Yes

Profile name \* withdrawnItems\_updatebib

Profile description Update the bib record (e.g., add 996) for withdrawn items

Originating system \* Other

File name patterns

Import Protocol Upload File/s

Cross walk ☒ No ☐ Yes

Physical source format Binary

Encoding format UTF-8

Source format MARC21 Bibliographic

Target format MARC21 Bibliographic

Status Active

## &lt; Import Profile Details

Save Draft

Cancel

Save

Profile Details

Normalization &amp; Validation

Match Profile

Set Management Tags

Inventory Information

## Filter

Filter out the data using

## Normalization

Correct the data for matching and cataloging using

Change the data for PO line and inventory using

## Validation Exception Profile

Handle invalid data using

MarcXML Bib Metadata Editing On Save

☐ Skip records with validation issues

## Network Zone Records Handling

Import local extensions

☐ No☒ Yes

## Import Profile Details

Save Draft

Cancel

Save

Match by Serial / Non Serial ☒ Yes ☐ No

Serial match method Unique OCLC Identifier Match Me

Non Serial match method Unique OCLC Identifier Match Me

## Match Actions

Handling method ☒ Automatic ☐ ManualUpon match ☐ Merge ☒ Overlay ☐ Do Not Import ☐ Use NZ RecordSelect Action ☐ Disregard matches for bibliographic CZ linked records☐ Single match - match only record with the same inventory type (electronic/physical)☐ Match on title type

## MERGE/OVERLAY

Merge method Overlay all fields but local

Select Action ☐ Allow bibliographic record deletion☐ Do not override/merge a record with lower brief version☐ Do not override Originating System

Community Zone linked records handling

Skip record

Do not override/merge record with an older version

☒ Disabled ☐ Consider Originating System ☐ Ignore Originating System

## Automatic Multi-Match Handling

Select Action ☒ Disregard matches for bibliographic CZ linked records☒ Disregard invalid/canceled system control number identifiers☒ Prefer record with the same inventory type (electronic/physical)☐ Match on title type☒ Choose a conclusive action in case the above selected criteria result in multiple records:☒ Skip and do not import unresolved records☐ Use record with the latest created date

## No Match

Upon no match ☐ Add To NZ ☒ Do Not Import ☐ Import To IZ

< Import Profile Details Save Draft Cancel Save

Profile Details Normalization & Validation Match Profile Set Management Tags Inventory Information

Set management tags for all the records imported using this profile

Suppress record/s from publish/delivery <input type="checkbox"/>	Condition	Unconditionally	
Suppress record/s from external search <input type="checkbox"/>	Condition	Unconditionally	
Synchronize with OCLC <input type="text" value="Don't publish"/>	Condition	Unconditionally	
Synchronize with Libraries Australia <input type="text" value="Don't publish"/>	Condition	Unconditionally	

< Import Profile Details Save Draft Cancel Save

withdrawnSingleItem\_updatebib\_test i >

Profile Details Normalization & Validation Match Profile Set Management Tags Inventory Information

Inventory Operations

☐ Electronic ☐ Mixed ☐ Physical ☒ None

Click “Save”.

## Part V. Import the Updated Records

Run the import profile to import the updated metadata records.



## Import Profiles

Monitor Imports

Back

Institution

Network

Community

1 - 2 of 2

Profile description

withdraw



+ Add New Profile



Profile type : All

ID	Status	Profile name	Profile description	Profile Type	Contributed by	
1. 11296397260006596	A...	withdrawnItems_updatebib	Update the bib record (e.g., add 996) for withdrawn items under single or multiple holdings	Repository	-	...
2. 11224196830006596	A...	withdrawnSingleItem_updatebib_test	Update the bib record (e.g., add 996) for withdrawn single item under single holding	Repository	-	...

- Edit
- View
- History
- Run
- Copy
- Contribute
- Delete

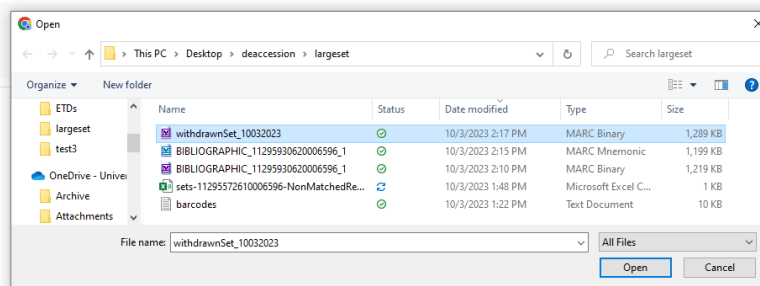
Click “Select File” to choose the updated MARC file.

&lt; Start New Import

Cancel

Files List

Select File



File \*

Label

Notes

Add

< Start New Import Cancel

Files List

No records were found.

Select File

File \*

withdrawnSet\_10032023.mrc  
(1.26 KB)

withdrawnSet\_1003202

Label

Notes

Add

Load the updated MARC file, and click “Submit”.

< Job History Back

1 - 7 of 7 All Search Refresh Settings

Filter: All

Job ID	Status	User	Time Started	Time Ended	Files Processed
1 11295984770006596	Completed Successfully	3411246	2023-10-03 14:20:43	2023-10-03 14:30:34	100% <span>Progress Bar</span> <span>More</span>

This shows that the records have been updated successfully.

996 2023-10-03 3411246 w d w e w f 1 g c h 0 i 0 j Withdrawal. Enter # of volumes in subfield f. k RC l 2023MWP

A 996 field is added to each record in the titles set in Alma.

If you run all the records as one set, the 996 field will be uniformly added to each record in the titles set, with the number of volumes specified as “1”. You’ll need to update the number in 996 field further, either manually or via small batches. If you run records with different MMS Id counts separately, you are now all set.

## Part VI. Unlink Bibliographic Records from the Network Zone

**For records with single item/volume only**, they still need to be unlinked from the network zone, and their holdings need to be deleted from OCLC Connexion. Be sure to unlink after all the updates for the records are performed. If you update the records after unlinking, when you load the set again, the records will be loaded to NZ by default, which creates duplicates records in the system.

Go to Alma Admin – Run a job.

## Run a Job - Select Job to Run

1 - 2 of 2

Type : All Source type : All Content type : All

	Name	Description	Content Type	Type
1	<input type="radio"/> Unlink bib records from authority records	Unlink bib records from authority records	Bibliographic title	Metadata Management
2	<input checked="" type="radio"/> Unlink a set of records from the Network	Unlink a set of bibliographic records from the Network	Bibliographic title	Metadata Management

Choose the job “Unlink a set of records from the Network”, click “next”. You may search “unlink” to find it first.

## &lt; Run a Job - Select Set

1 - 1 of 1

Content Type : All Content Origin : All

	Name	Type	Content Type	Content Origin	Create Date
1	<input checked="" type="radio"/> withdrawnItems0922_updatebib	Itemized	All Titles	Institution only	09/22/2023 15:46:44 EDT

Choose the record set.

## &lt; Run a Job - Review and Confirm

General Information

Job Name

Set Information

Set ID

Name

Set Size

## Confirmation Message

You are about to run a job which will affect 73 members of the set. This cannot be reversed. Do you want to continue?

Confirm

< Monitor Jobs Back

Scheduled Running History

1 - 1 of 1   Refresh 🔗 ⚙️

Job Category: All

Name	Job Category	Creator	Submit Date	Start Date	Progress	Status	Records processed	Records with exceptions	
1 Unlink a set of records from the Network - withdrawnitems0922_updatebib - 09/29/2023 11:28:20 EDT	Repository	3411246	09/29/2023 11:29:13 EDT	09/29/2023 11:29:13 EDT	100....	Finalizing	73	0	<span>...</span>

Run the job.

< Monitor Jobs Cancel

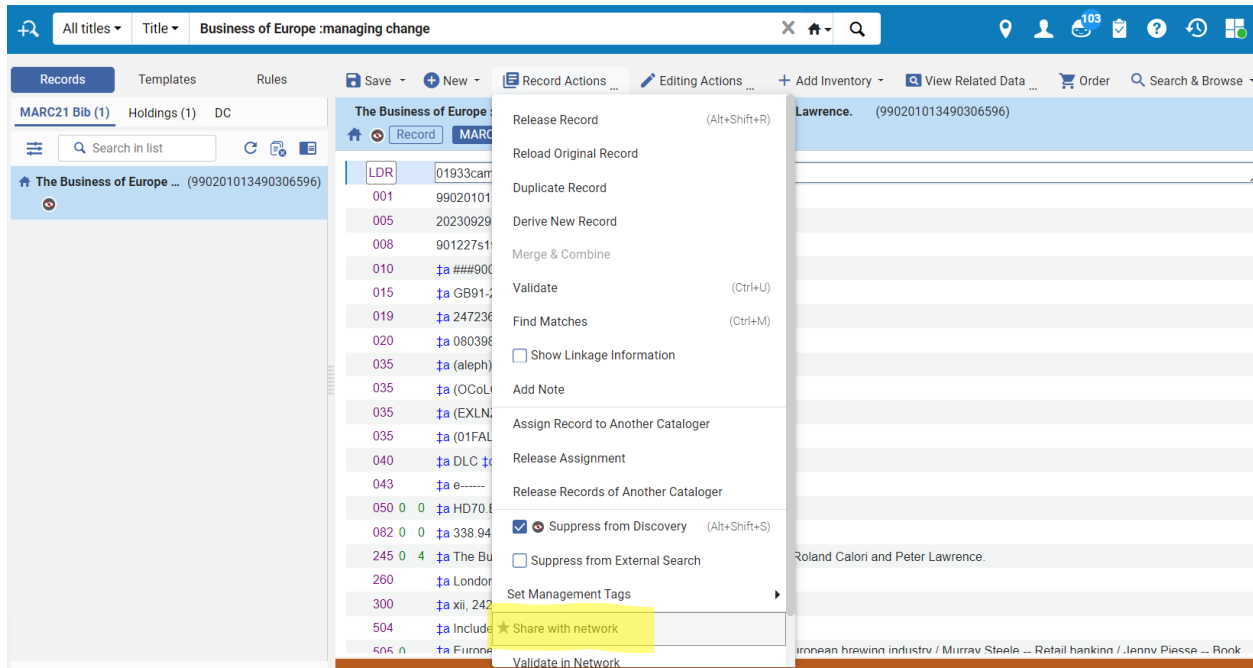
Scheduled Running History

1 - 100 of 317   Refresh 🔗 ⚙️

Job Category: All Status: All Submit Date Range: 09/28/2023 - 09/29/2023 ✕ 📅

Name	Process ID	Records processed	Records with exceptions	Job Category	Operator	Submit Date	Start Date	End Date	Status	
1... Unlink a set of records from the Network - withdrawnitems0922_updatebib - 09/29/2023 11:28:20 EDT	112690...	73	0	Reposit...	3411246	09/29/2023 11:29:13 EDT	09/29/2023 11:29:13 EDT	09/29/2023 11:29:30 EDT	✅ Completed Successfully	<span>...</span>

This indicates that the job is completed successfully.



Check a record in the set, you can see that it has moved to local catalog. The drop-down menu shows “share with network” which indicates that the record is in the local catalog, and you have the option to share it with network.

## Part VII. Copy all the 035 (OCLC number) for Connexion update

Open the downloaded title list in spreadsheet after the withdraw job, for the “Availability” field value as empty ones, copy their 035 OCLC number out. This information can be extracted from “Record number”, for example, (aleph)021687692UXU01;(OCoLC)01602234. Use a formula to extract the OCLC number from “Record number” field, e.g., =TEXTBEFORE(TEXTAFTER(R2,"oLC"),";",,,,TEXTAFTER(R2,"oLC"))).

Log into OCLC Connexion, click “Batch – Holdings by OCLC Number”, this will open a window. Copy the list of extracted OCLC numbers to the big blank box on the bottom left, check “Delete Holdings” under “Action”, and click “OK”. Please note that there is a limit of 2,500 items for batch deletion in OCLC Connexion.

Workflow tested by Jeanne Piascik, Sai Deng, Robin Chan and Burak Ogreten

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