

## Batch Withdrawals for Lost Books 2.0





### Updated January 6, 2023

#### In the beginning:

In Alma, the “**Actions**” button is visually the “...” button.  
Before starting, create and name a folder to store your sets.

#### Step 1: Creating a File of Barcodes

Look for the two emails from [nobody@exlibrisgroup.com](mailto:nobody@exlibrisgroup.com); there will be one for lost items and one for missing items. Open the email for the lost items and save a copy of the attached spreadsheet to your folder. [Hint: if you’re going to be doing this regularly, you may want to rename your copied spreadsheet for easy identification.]

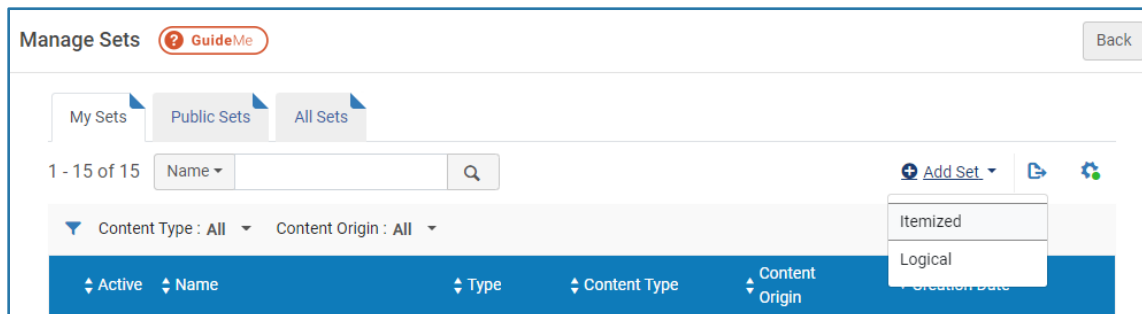
 <a href="#">nobody@exlibri...</a> <b>Missing Items for RADS</b> Analytics Automatic Email	Mon 10/24/2022 3:...	87 KB	
 <a href="#">nobody@exlibri...</a> <b>Lost Items for RADS</b> Analytics Automatic Email	Mon 10/24/2022 3:...	102 KB	

Open Notepad, on the top line type in “Barcode” and press “Enter” to put the cursor on the very next line. Copy the barcodes from the Excel lost spreadsheet, paste them in Notepad. When your file is complete, name your file.

[I use bc wd (for barcode withdrawals), lost 10Oct 7-100 (book type, spreadsheet date, and line numbers), for example, “bc wd lost 10Oct 7-100”. Since this is a large spreadsheet, I did it in 2 batches and add the line numbers after the date to tell them apart. However, you should use whatever naming method that works for you.]

#### Step 2: Creating an Itemized Set Using the File of Barcodes

In the main ALMA menu, click on “Admin”, look under “Manage Jobs and Sets”, and “select “Manage Sets”. When the screen comes up, press “Add Set” and select “Itemized”.



In the “Set Details” screen, create a name in the “Set name” box. I use klm wd [file name]. Select “Physical items” from the “Set content type” drop-down menu. Private should be “Yes” and Status should be “Active”; click on the circle in front of “Yes” and/or “Active” if a correction is needed.

**Set Details** [Add Members to Set] [Cancel] [Save]

General Information

Set name \*

Description

Note

Set content type \*

Private ☐ No ☒ Yes

Creation date 10/20/2022 10:53:26 EDT

Updated by Ex Libris

Set ID -

Set type **Itemized**

Status ☒ Active ☐ Inactive

Created by Ex Libris

Content Origin ☒ Institution only ☐ Discovery

Be sure the circle next to “From File” is filled in, click on the circle if it isn’t. Click on the folder icon in the “Add Contents from File to Set” section; find and select your file from the “Open” box, and press the “Open” button.

**Set Details** [Add Members to Set] [Cancel] [Save]

General Information

Set name

Description

Note

Set content type

Private ☐ No ☒ Yes

Creation date

Updated by

Set ID

Set type **Itemized**

Status ☒ Active ☐ Inactive

Created by

Content Origin ☒ Institution only ☐ Discovery

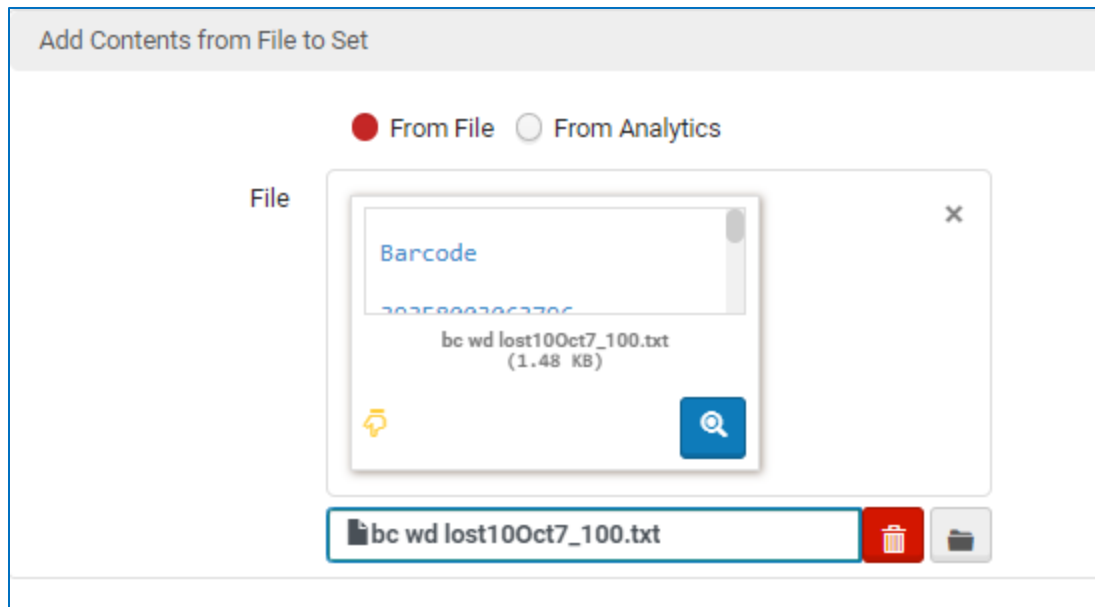
Add Contents from File to Set

☒ From File ☐ From Analytics

File

The maximum file size is 10 MB.

The file name will appear in the “Add Contents from File to Set” section box, press “Save”, in the upper right corner of the screen; this will take you back to the “Manage Sets” screen.



Usually, your new set will not be there immediately, wait several seconds, then go back into the main ALMA menu, click on “Admin” and select “Manage Sets”. The new set should appear, if not, wait a bit longer and try again.

Manage Sets <span>GuideMe</span> <span>Back</span>						
<div>My Sets Public Sets All Sets</div> <div>1 - 20 of 20 <input type="text" value="Name"/> <input type="button" value="Q"/></div> <div> <input type="button" value="Add Set"/> <input type="button" value="Share"/> <input type="button" value="Settings"/> </div>						
Content Type : All Content Origin : All						
Active	Name	Type	Content Type	Content Origin	Creation Date	
<input checked="" type="checkbox"/>	klm wd lost100Oct 7-100	Itemized	Physical items	Institution only	10/20/2022 10:53:26 EDT	<input data-kind="parent" data-rs="2" type="button" value="..."/>

## Review the Job Report

When your set appears in “Manage Sets”, go back into the ALMA main menu, click on “Admin”, and select “Monitor Jobs” and click on the “History” tab. Find your job (Add Members to Set), click on the “Actions” button and select “Report” and check the information.

Monitor Jobs

ScheduledRunningHistory

1 - 20 of 260

Name

Refresh

Job Category: AllStatus: AllSubmit Date Range10/19/2022 - 10/20/2022

	Name	Process ID	Records processed	Records with exceptions	Job Category	Operator	Submit Date	Start Date	End Date	Status	
1	Add Members to Set	15928799...	94	0	Repository	kmooncai	10/20/2022 11:04:31 EDT	10/20/2022 11:04:32 EDT	10/20/2022 11:04:34 EDT	Completed Successfully	
2	Send Requests to Remote Storage	15928795...	5	0	Fulfillment	System	10/20/2022 11:00:02 EDT	10/20/2022 11:00:06 EDT	10/20/2022 11:00:25 EDT	Completed Successfully	Report Events
3	Metadata Import: Rialto Ebook Central active (FTP)	15928737...	3	0	Import	System	10/20/2022 10:02:44 EDT	10/20/2022 10:02:54 EDT	10/20/2022 10:07:23 EDT	Completed Successfully	View hidden

When you're finished, click on the "Back" button, this will return you to the "Monitor Jobs" screen.

Job Report
Back

Completed Successfully

Add Members to Set

Process ID15928799170001401
Finished on10/20/2022 11:04:34 EDT
StatusCompleted Successfully
Records processed94

Started on10/20/2022 11:04:32 EDT
Total run time2 Seconds
Status date10/20/2022 11:04:34 EDT
Records with exceptions0

Counters

Set name: klm wd lost10Oct 7-100

Total added to set: 94

Non-matched Records: 0

Total failed for technical reasons: 0

### Step 3: Verifying "Lost" Status and Updating the Item Set

Go to the "Manage Sets" screen, locate your item set, click on the "Actions" button and select "Members". The "Physical Items" will open, up by the name of the screen you will find the number of items on the screen and the total number of items in the set (1 -20 of 93). Each member has its own section and is listed by title. In the first column, go down to "Process type", be sure it says "Lost" (see the red arrow in the illustration below). That's what you want to see and you can go down to the next title in the set. Check every title in the set.

If you find a title with a "Process type" of "Missing" or anything other than "Lost", you need to remove it from the set. At the top of the member section, on the right side, click on the "Remove" button (see the blue arrow in the illustration below). The member will disappear and the total number of items in the set will change to reflect the removal. Do this for each member that doesn't have the "Process type" of "Lost". After you're finished, **click on the "Done" button**, in the upper right corner of the screen, to save the changes.

1

Unheard melodies : narrative film music / Claudia Gorbman.

Book By Gorbman, Claudia. (London : Bloomington : BFI Pub c1987.)
Barcode: 39358005924201
Library: Snell Library
Creation Date: 09/29/2001 20:00:00 EDT
Modification Date: 09/24/2020 19:14:08 EDT
Process type: Lost
Expected Arrival Time: -
On Hold Expiration Date: -
Due Date: 09/28/2019 17:00:00 EDT
Needed By: -
Until: -
Permanent Location: Stacks
Other details

Call Number: ML2075 .G67 1987
Call Number Type: Library of Congress classification
Status: Item not in place
Due back: -
Item Policy: Circulating
Material Type: Book

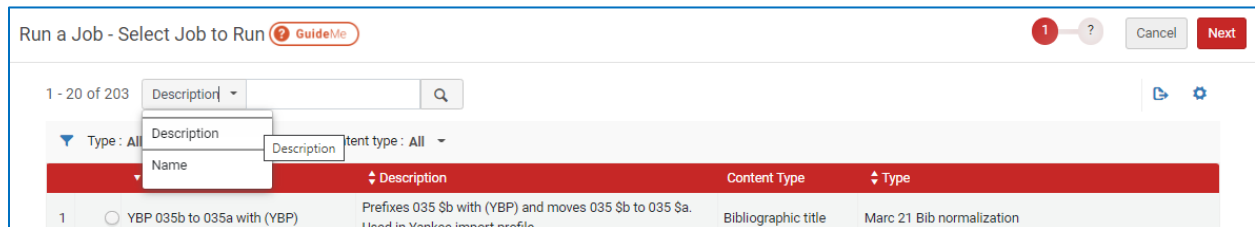
Item ID: 23154712700001401
Holdings ID: 22154712710001401
MMS ID: 9938336740001401

Remove
Edit Item
...

#### Step 4: Closing the lost loans

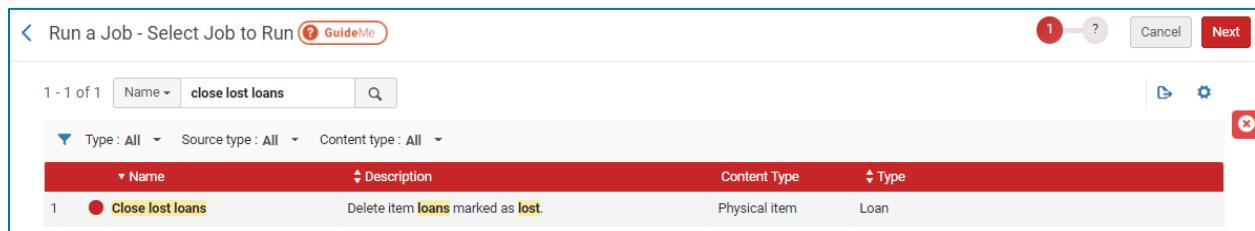
In the main ALMA menu, click on “Admin”, look under “Manage Jobs and Sets”, and “select “Manage Sets”. Find your set, click on the “Action” button and select “Members”; on the “Physical Items” screen, check the total number of items. This should be your edited set. Click on the “Back” button to exit.

In the main menu, click on “Admin” and click on “Run a Job”. On the “Run a Job – Select Job to Run” screen, click on “Name” in the box’s drop-down menu.



	Description	Content Type	Type
1	YBP 035b to 035a with (YBP) Prefixes 035 \$b with (YBP) and moves 035 \$b to 035 \$a. Used in Yankee import profile	Bibliographic title	Marc 21 Bib normalization

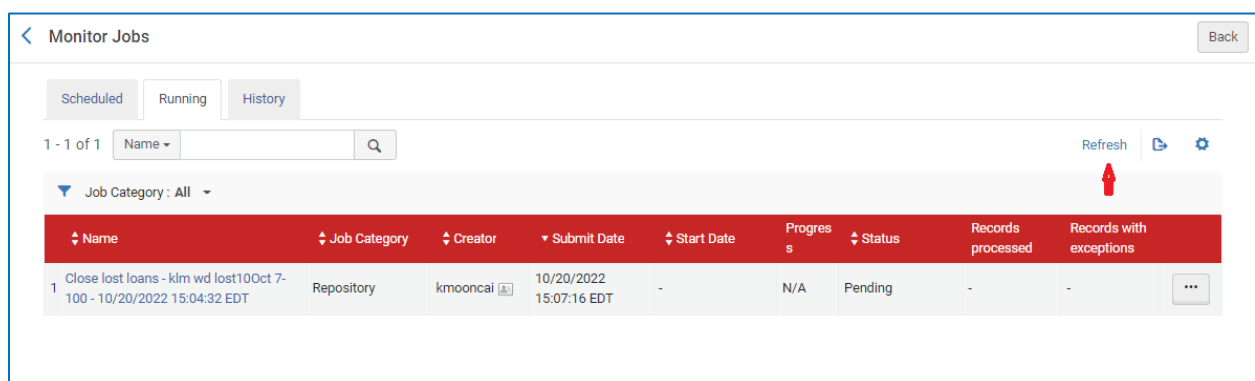
Type in “Close lost loans” and press the “magnifying glass icon”. The job should come up on the screen.



	Name	Description	Content Type	Type
1	Close lost loans	Delete item loans marked as lost.	Physical item	Loan

Click on the circle to the left of the job name. Press “Next” in the upper right of the screen.

The “Run a Job – Select Set” screen will appear, find your set and click in the circle to the left of the set’s name. Then, click on the “Next” button in the upper right of the screen. The “Run a Job – Review and Confirm” screen will open, review the page and click on the “Submit” button. A pop-up box with a confirmation message will open, click on the “Confirm” button.



	Name	Job Category	Creator	Submit Date	Start Date	Progress	Status	Records processed	Records with exceptions
1	Close lost loans - klm wd lost10Oct 7-100 - 10/20/2022 15:04:32 EDT	Repository	kmooncai	10/20/2022 15:07:16 EDT	-	N/A	Pending	-	-

On the “Monitor Jobs” screen, find your set and click on “Refresh” (see the red arrow below) to update the progress of your job. When it’s done, it will disappear from the screen. Click on the “History” tab and find your set.

Monitor Jobs

Cancel

Scheduled Running History

1 - 20 of 279

Name

Refresh

Job Category: All Status: All Submit Date Range: 10/19/2022 - 10/20/2022

Name	Process ID	Records processed	Records with exceptions	Job Category	Operator	Submit Date	Start Date	End Date	Status
1 Close lost loans - klm wd lost10Oct 7-100 - 10/20/2022 15:04:32 EDT	15928993...	79	0	Repository	kmoooncai	10/20/2022 15:07:16 EDT	10/20/2022 15:07:16 EDT	10/20/2022 15:08:19 EDT	Completed Successfully
2 Users SYNCHRONIZE using profile Student Information System	15928973...	1	0	Users	exLapi	10/20/2022 14:51:03 EDT	10/20/2022 14:51:03 EDT	10/20/2022 14:51:13 EDT	Completed Successfully
3 Apply Calendar Changes	15928922...	0	-	Fulfillment	stepharn...	10/20/2022 14:06:28 EDT	10/20/2022 14:06:28 EDT	10/20/2022 14:07:06 EDT	Completed Successfully

Report Events View hidden

Click on the “Action” button and select “Report” to see the results.

Job Report

Back

Completed Successfully

Close lost loans - klm wd lost10Oct 7-100 - 10/20/2022 15:04:32 EDT

Process ID: 15928993720001401

Finished on: 10/20/2022 15:08:19 EDT

Status: Completed Successfully

Records processed: 79

Job ID: 6

Started on: 10/20/2022 15:07:16 EDT

Total run time: 1 Minutes 3 Seconds

Status date: 10/20/2022 15:08:19 EDT

Records with exceptions: 0

Statistics

Records skipped: 0

Errors

Records with exceptions: 0

Click on “Admin” and select “Manage Sets”; find your set, then click on the “Action” button, and select “Members”. Quickly check the “Process type” for several randomly selected titles, they should all be “Missing”. Press “Done”, and you will return to the “Manage Sets” screen.

Physical Items (1 - 20 of 79)

Set name klm wd lost10Oct 7-100 Set type itemized

Remove Selected

Back

Done

Select All

Manage Selected

Add Members

Remove Edit Item

1 Unheard melodies : narrative film music / Claudia Gorbman.

Book By Gorbman, Claudia. (London : Bloomington : BFI Pub c1987.)

Barcode: 39358005924201

Library: Snell Library

Creation Date: 09/29/2001 20:00:00 EDT

Modification Date: 10/20/2022 15:07:28 EDT

Process type: Missing

Expected Arrival Time: -

On Hold Expiration Date: -

Due Date: -

Needed By: -

Until: -

Permanent Location: Stacks

Other details

Call Number: ML2075 .G67 1987

Call Number Type: Library of Congress classification

Status: Item not in place

Due back: -

Item Policy: Circulating

Material Type: Book

Item ID: 23154712700001401

Holdings ID: 22154712710001401

MMS ID: 9938336740001401

### Step 5: Creating a Titles Set from the Item Set

From the “Manage Sets” screen, find your item set, click on the “Actions” button and select “Create titles set”. The “Set Details” screen will appear. The name of the title set will incorporate the name of your item set and can be found in the “Set name” box. “Set content type” will be “All titles”, “Set type” will be “Itemized”. Private should be “Yes”, and Status should be “Active”. Click on “Submit”, in the upper right corner.

The "Set Details" form is displayed with the "General Information" tab selected. The "Set name" field is populated with "klm wd lost10Oct 7-100 - titles - 10/20/2022 15:56:55 EDT". The "Set content type" is set to "All Titles" and the "Set type" is set to "Itemized". The "Private" option is selected as "Yes" and the "Status" is set to "Active". The "Creation date" is "10/20/2022 10:53:26 EDT", "Created by" is "kmooncai", and "Updated by" is "kmooncai". The "Content Origin" is "Institution only" and the "Set ID" is empty.

A confirmation message will appear; click on “Confirm”.

The "Confirmation Message" dialog box is shown. It contains the text: "Submitting this process will create an 'All titles' itemized set based on a set with 79 members. Do you want to proceed? Note: Counts are approximate for large sets". At the bottom right, there are "Cancel" and "Confirm" buttons.

The job is submitted and the “Manage Sets” screen will reappear. If the new titles set didn’t appear, wait a bit, go to the ALMA main menu and click on “Manage Sets”. The set should appear. Click on the “Actions” button and select “Members”.

The "Manage Sets" screen displays a list of sets. The table has columns for Active, Name, Type, Content Type, Content Origin, and Creation Date. Two sets are listed:

Active	Name	Type	Content Type	Content Origin	Creation Date
<input checked="" type="checkbox"/>	klm wd lost10Oct 7-100 - titles - 10/20/2022 15:56:55 EDT	Itemized	All Titles	Institution only	10/20/2022 15:59:06 EDT
<input checked="" type="checkbox"/>	klm wd lost10Oct 7-100	Itemized	Physical items	Institution only	10/20/2022 10:53:26 EDT

On the “All Titles” screen, check the number of records in the set. When you’re done, press the “Back” button.

The screenshot shows the 'All Titles' screen with a breadcrumb trail: < All Titles (1 - 20 of 78) | Set name klm wd lost10Oct 7-100 - titles - 10/20/2022 15:56:55 EDT Set type itemized. At the top right are buttons: Remove Selected, Back, and Done. Below the breadcrumb is a 'Select All' checkbox and 'Add Members' button. The main content area shows details for 'The Oxford handbook of crime prevention / edited by Brandon C. Welsh, David P. Farrington.' with fields for Book (Book - Physical), Language, ISBN, Subject, Series, Creation Date, Modification Date, and Record number. Below this is a section for 'Physical (1)' holdings, showing a table with 1 Holdings and 0 of 1 items available. The table has columns: Library, Location, Call Number, Accession Number, Item Availability, and Related Record. The data row shows SNELL, slstk, HV7431 .094 2012, -, 1 Not Available, and -. At the bottom are links for Holdings and Items.

## Step 6: Updating the Locations Using a Change Physical Items Job

In the main menu, click on “Admin” and click on “Run a Job”. On the “Run a Job – Select Job to Run” screen, click on “Name” in the box’s drop-down menu, then type “Change physical items” in the box, and press the magnifying glass icon. Change physical items should come up as a job; click on the circle next to “Change physical items”, then press “Next” in the upper right corner.

The screenshot shows the 'Run a Job - Select Job to Run' screen. At the top right are buttons: Cancel and Next. Below the title is a search bar with 'Name' selected in the dropdown, and the text 'change physical items' entered. Below the search bar are filters for Type, Source type, and Content type, all set to 'All'. A table lists the available jobs. The first job is 'Change Physical items information', which is selected with a red circle. The table has columns: Name, Description, Content Type, and Type.

Name	Description	Content Type	Type
1 Change Physical items information	Update Physical item information for a set of Physical items or Physical titles	Physical item	Information Update

On the “Run a Job – Select Set” screen, find your set, click the circle next to it, and then press “Next”.

The screenshot shows the 'Run a Job - Select Set' screen. At the top right are buttons: Cancel, Back, and Next. Below the title is a search bar with 'Name' selected in the dropdown. Below the search bar is a filter for Content Type, set to 'All'. A table lists the available sets. The first set is 'klm wd lost10Oct 7-100', which is selected with a red circle. The table has columns: Name, Type, Content Type, Content Origin, and Create Date.

Name	Type	Content Type	Content Origin	Create Date
1 klm wd lost10Oct 7-100	Itemized	Physical items	Institution only	10/20/2022 10:53:26 EDT



The “Run a Job – Enter Task Parameters” screen will appear. In the “Change permanent location information” section, put a check in the box next to “Permanent location” and select “Snell Library: Withdrawn FY23 (swdfy23)” from the drop-down menu. THIS IS THE ONLY SECTION WHERE A CHANGE IS MADE.

In the “Change temporary location information” section, “Set item temporary indication to” will have a red circle next to “No”. Leave it alone.

Next three sections are “Change general information”, “Change inventory information”, and “Change notes information”; nothing should be check-marked in those sections. The last section is “Change retention information”; in this section, “Set item committed to retain to” will have a red circle next to “No”. Leave it alone.

In the upper right corner of the screen, press “Next”. The “Run a Job – Review and Confirm” screen will appear; check the “Job Name” box, the “Set Information” section, and the “Task Parameters: Update Item” section. In the “Task Parameters: Update Item” section, the only “Yes” is for the “Permanent location” (Snell Library: Withdrawn FY23 (swdfy23)) in the “Change permanent location information” area. All other areas have “No”. Press “Submit”.

< Run a Job - Review and Confirm 1 2 3 4 Cancel Back Submit

General Information

Job Name

Set Information

Set ID

Name

Set Size

API Information >

Task Parameters: Update Item

Change permanent location information

Yes Permanent location Snell Library: Withdrawn FY23 (swdfy23)

A “Confirmation Message” box will pop up, press “Confirm”.

**Confirmation Message**

You are about to run a job which will affect 79 members of the set. This cannot be reversed. Do you want to continue?

Cancel Confirm

The “Monitor Jobs” screen will appear; just wait a bit and then press “Refresh” (see blue arrow below). You may have to wait and press “Refresh” more than once.

< Monitor Jobs Back

Scheduled Running History

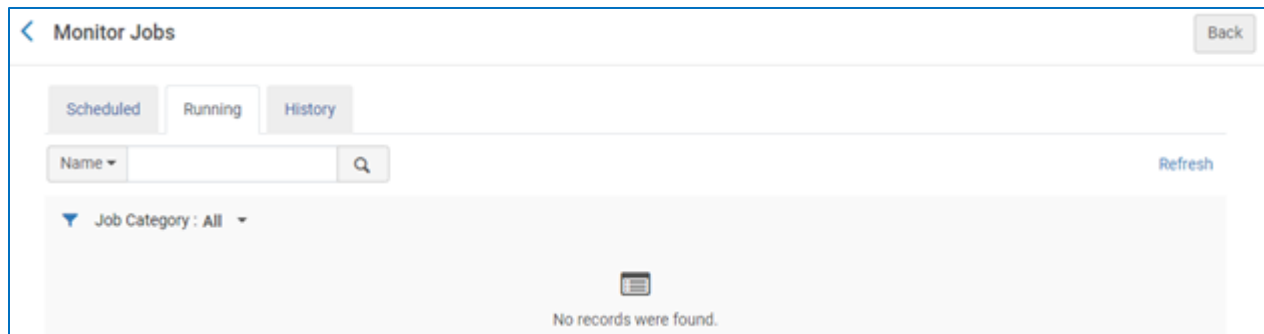
1 - 1 of 1

Refresh 🔍 ⚙️

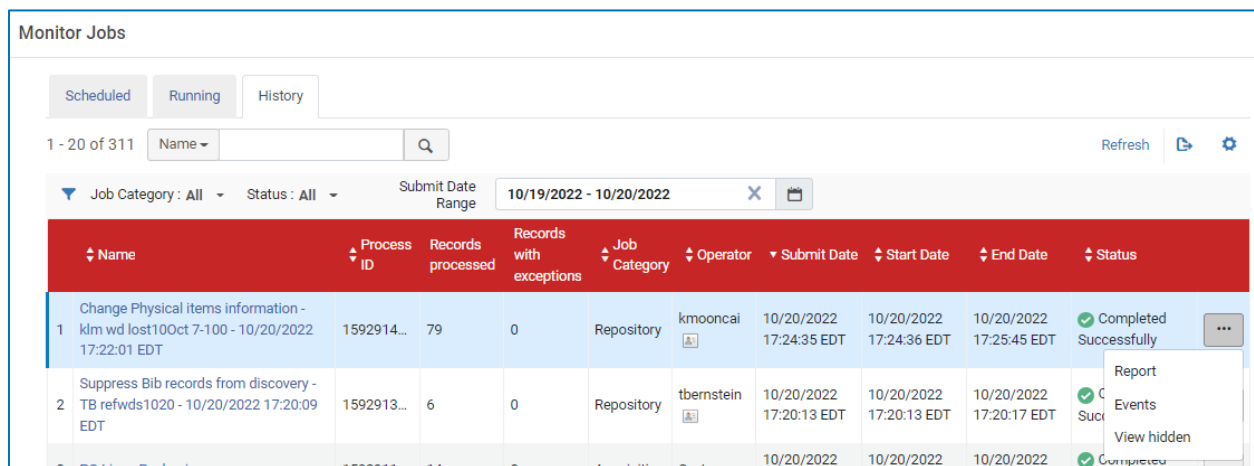
Job Category: All

Name	Job Category	Creator	Submit Date	Start Date	Progress	Status	Records processed	Records with exceptions
Change Physical items information - 1 klm wd lost10Oct 7-100 - 10/20/2022 17:22:01 EDT	Repository	kmooncai	10/20/2022 17:24:35 EDT	10/20/2022 17:24:36 EDT	N/A	Initializing	-	-

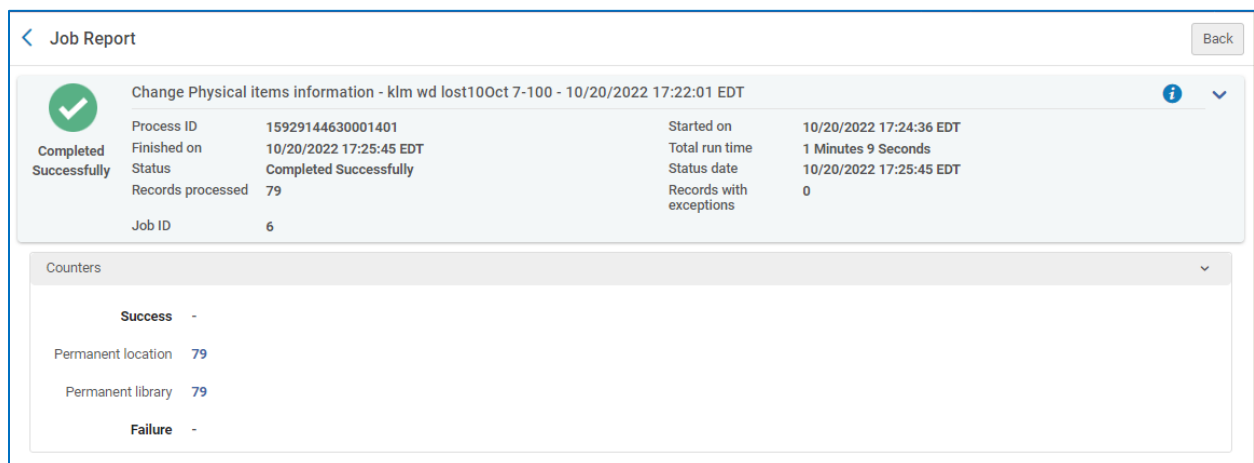
When the job is completed, it will disappear and “No records were found.” appears. Click on the “History” tab to see the job report.



Find your job and click on “Actions” and select “Report”.



Check the “Status” and the “Records processed”; when you are done reviewing the report, click “Back”.



Click on “Admin” in the main menu and select “Manage Sets”. Find your set, click on the “Action” button and select “Members”. Look at a few records to be sure the locations have been changed to “swdfy23” and the suppression symbol appears to the left of the “Library” column.

1 ☐ **Distributed systems : concepts and design / George Coulouris, Jean Dollimore, Tim Kindberg, Godron Blair.** Edit Record Items ...

**Book (Book - Physical)** By Coulouris, George F. (Harlow, England ; Addison-Wesley, c2012.)  
**Subject:** Electronic data processing--Distributed processing.  
**Series:** International computer science series.  
**Creation Date:** 06/26/2013 12:50:15 EDT  
**Modification Date:** 02/17/2022 09:30:07 EST  
**Edition:** 5th ed.

**Language:** English  
**ISBN:** 9780132143011 and others  
**Record number:** (MBNU)b24544735-01neu\_inst

**Orders:** 1  
**Requests:** 2  
**MMS ID:** 9935646460001401

☐ Physical (1)

1 Holdings | 0 of 1 items are available

Library	Location	Call Number	Accession Number	Item Availability	Related Record
SNELL	swdfy23	QA76.9.D5 C68 2012	-	1 Not Available	-

[Holdings](#) | [Items](#)

[Other details](#)

### Step 7: Run An Export bibliographic records job to export a file of the titles set

Click on “Admin” in the main menu and select “Run a Job”. When the “Run a Job – Select Job to Run” screen opens, select “Name” from the drop-down menu and type in “Export Bibliographic Records”. Press “Next” to get to the “Run a Job – Select Job to Run” screen. Click on the circle next to “Export Bibliographic Records”. Press “Next”.

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

1 - 1 of 1 Name export bibliographic recor Q Q Q

Type: All Source type: All Content type: All

Name	Description	Content Type	Type
1 <input checked="" type="radio"/> Export Bibliographic records	Export a set of Bibliographic records	Bibliographic title	Export

On the “Run a Job – Select Set” screen, find and click on the circle by your titles set. Press “Next”.

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

1 - 50 of 1,484 Name Q Q Q

Content Type: All

Name	Type	Content Type	Content Origin	Create Date
1 <input checked="" type="radio"/> kim wd lost10Oct 7-100 - titles - 10/20/2022 15:56:55 EDT	Itemized	All Titles	Institution only	10/20/2022 15:59:06 EDT
sh music cds to withdraw 2022_10_19c -				

On the “Run a Job – Enter Task Parameters” screen, go to the “Task Parameters: Export Bibliographic Records” section; be sure the “Physical format” field says, “Binary” and not “XML”. Go to the “Expand routine” box, open the drop-down menu, and select “Add Holdings Information”. All other drop-down menus will remain as they are. Press “Next”.

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	Add Holdings Information
Export into folder	Private
FTP configuration	
Sub-directory (Path relative to ftp configuration)	

The “Run a Job – Review and Confirm” screen will open, check the information and if it’s correct, press “Submit”.

Run a Job - Review and Confirm

1 2 3 4 Cancel Back Submit

General Information

Job Name Export Bibliographic records - klm wd lost10Oct 7-100 - titles - 10/20/2022 15:56:55 EDT - 10/21/2022 14:07:56 EDT

Set Information

Set ID 15929042080001401

Name klm wd lost10Oct 7-100 - titles - 10/20/2022 15:56:55 EDT

Set Size 78

Task Parameters: Export Bibliographic Records

Physical format	Binary
Output format	MARC21 Bibliographic
Number of records in file	One File
Expand routine	Add Holdings Information
Export into folder	Private ADD&#95;HOLDING
FTP configuration	-
Sub-directory (Path relative to ftp configuration)	-

API Information

On the “Monitor Jobs” screen, your job will be running, click “Refresh” every so often until your job disappears from the screen (see green arrow below).

The screenshot shows the 'Monitor Jobs' interface. At the top, there are tabs for 'Scheduled', 'Running', and 'History'. Below the tabs, there is a search bar and a 'Refresh' button. The main table lists jobs with columns: Name, Job Category, Creator, Submit Date, Start Date, Progress, Status, Records processed, and Records with exceptions. A green arrow points to the 'Refresh' button.

Name	Job Category	Creator	Submit Date	Start Date	Progress	Status	Records processed	Records with exceptions
Export Bibliographic records - klm wd lost100Oct 7-100 - titles - 10/20/2022 15:56:55 EDT - 10/21/2022 14:07:56 EDT	Repository	kmooncai	10/21/2022 14:09:15 EDT	10/21/2022 14:09:15 EDT	N/A	Initializing	-	-

Press the “History” tab (which will take you to the “Monitor Jobs” screen), find your job, and press the “Actions” button on the far right, and select “Report”.

The screenshot shows the 'Monitor Jobs' interface with the 'History' tab selected. The table lists multiple jobs. The first job is selected, and the 'Report' option is visible in the actions menu.

Name	Process ID	Records processed	Records with exceptions	Job Category	Operator	Submit Date	Start Date	End Date	Status
Export Bibliographic records - klm wd lost100Oct 7-100 - titles - 10/20/2022 15:56:55 EDT - 10/21/2022 14:07:56 EDT	1593036...	78	0	Repository	kmooncai	10/21/2022 14:09:15 EDT	10/21/2022 14:09:15 EDT	10/21/2022 14:09:29 EDT	Completed Successfully
Update BLDSS Requests	1593036...	0	0	Fulfillment	System	10/21/2022 14:00:02 EDT	10/21/2022 14:01:47 EDT	10/21/2022 14:01:57 EDT	Completed Successfully
Users SYNCHRONIZE using profile	1593035...	0	0	Users	expl...	10/21/2022	10/21/2022	10/21/2022	Completed Successfully

The screenshot shows the 'Job Report' interface for a completed job. It displays a green checkmark icon and the job details.

**Completed Successfully**

Export Bibliographic records - klm wd lost100Oct 7-100 - titles - 10/20/2022 15:56:55 EDT - 10/21/2022 14:07:56 EDT

Process ID	15930368630001401	Started on	10/21/2022 14:09:15 EDT
Finished on	10/21/2022 14:09:29 EDT	Total run time	14 Seconds
Status	Completed Successfully	Status date	10/21/2022 14:09:29 EDT
Records processed	78	Records with exceptions	0
Job ID	6		

**Counters**

Records exported 78

Link to Exported records [BIBLIOGRAPHIC\\_15930368610001401](#)

After looking over the report, press “Back”. In the next screen, press “Cancel”.

## Step 8: Download the exported file

In the main menu, click on “Admin”, look under “Manage Jobs and Sets”, and select “Manage Exports”.

If you have more than one file, be sure you select the correct one. In the “Process Name” area, each job will have the date and time; use that to verify the correct file.

Exported Processes From Last 30 Days

Private Institution

Process PID	Process Name	Submitted By	Date Submitted	
1 15930368610001401	Export Bibliographic records - klm wd lost10Oct 7-100 - titles - 10/20/2022 15:56:55 EDT - 10/21/2022 14:07:56 EDT	kmooncai	10/21/2022	...
	Export Bibliographic records - klm wd lost18Oct double			View Files

Press the “Actions” button, and select, “View Files”.

Exported Files

Export Bibliographic records - klm wd lost10Oct 7-100 - titles - 10/20/2022 15:56:55 EDT - 10/21/2022 14:...

Name	Type	Date Created	Size	
1 BIBLIOGRAPHIC_15930368610001401_1.mrc	File	10/21/2022	161 KB	...

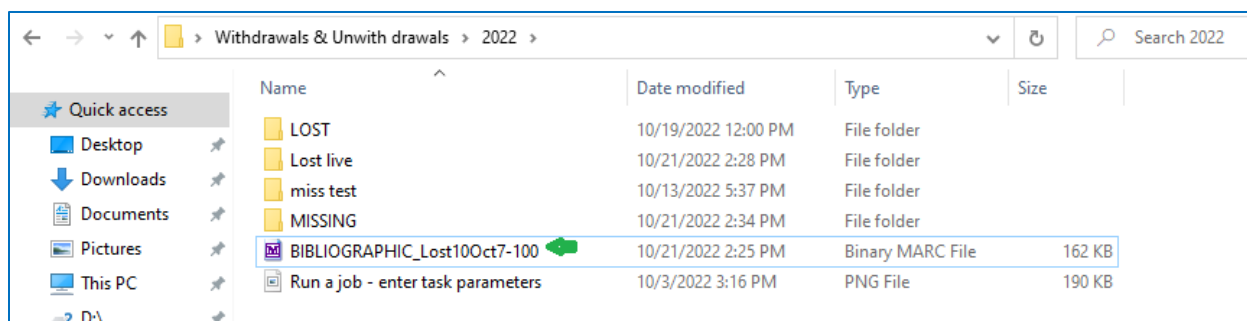
Delete  
Download

Your exported MARC file is listed. Click on “Actions” and select “Download”. Next, click on the “Your PC” icon, open the “Downloads” folder to find your file.

This PC > Downloads >

Name	Date modified	Type	Size
Today (1)			
BIBLIOGRAPHIC_15930368610001401_1	10/21/2022 2:25 PM	Binary MARC File	162 KB

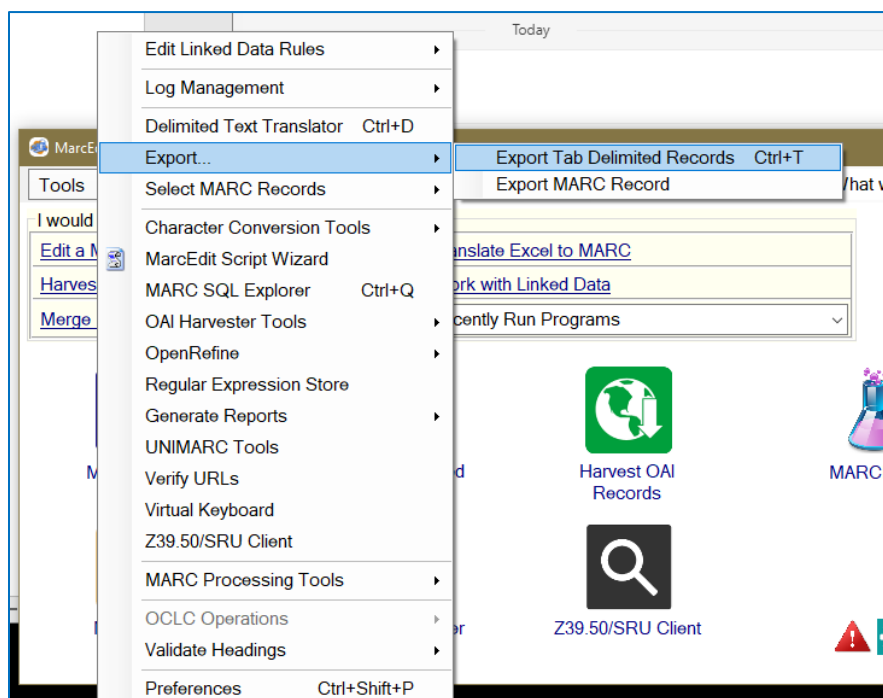
I like to copy and paste the file to my folder and rename it so it can be easily identified (see the green arrow below). The original file in “Downloads” and the renamed copy in my “2022” folder can be identified as the same file simply by looking at the identical date and time in the “Date modified” column.



I leave the original downloaded file in the “Downloads” folder until I’m done with the assignment and then I’ll delete it.

### Step 9: Using MarcEdit to Extract a Tab Delimited File

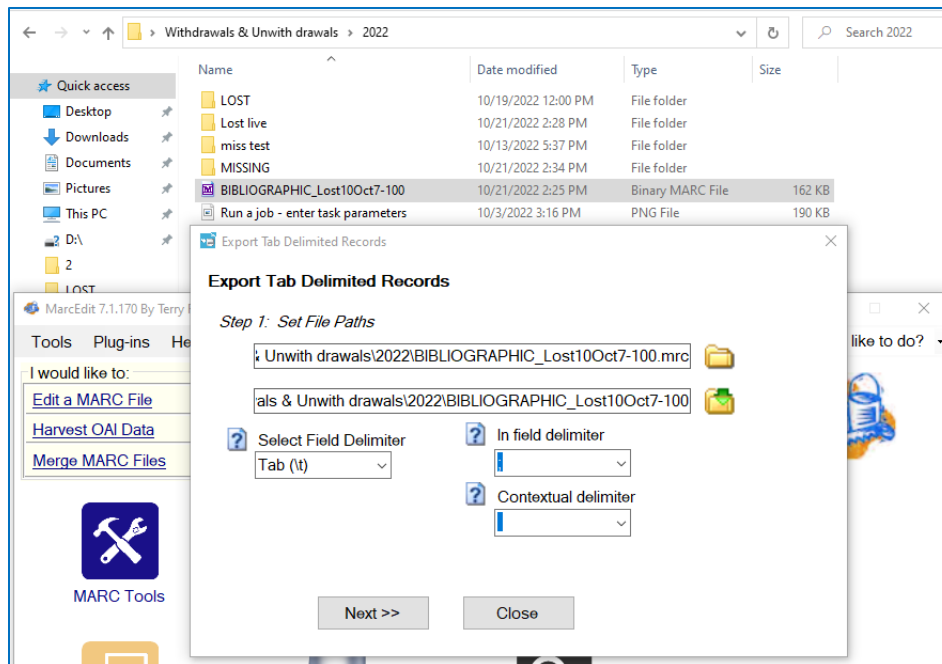
Open MarcEdit. In the toolbar, click on “Tools”, select “Export”, and select “Export Tab Delimited Records”. (See below)



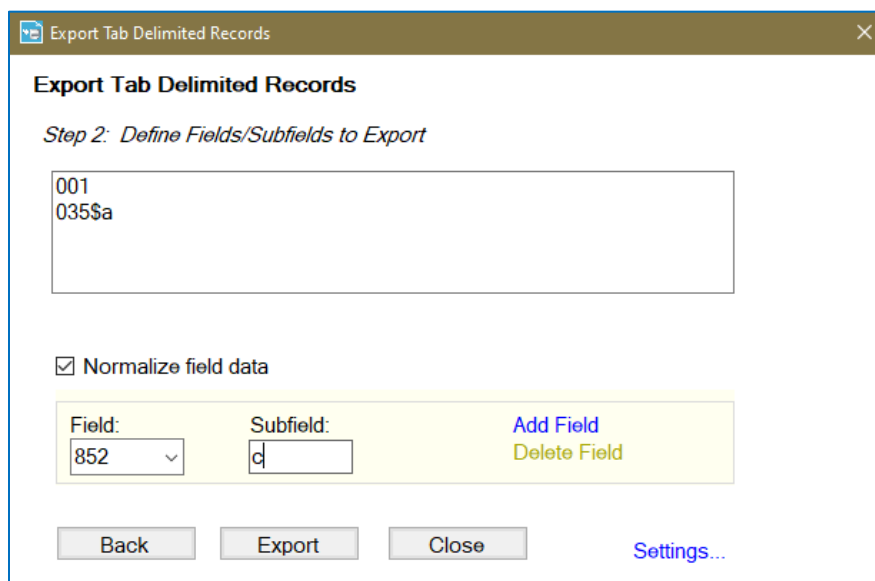
The “Export Tab Delimited Records” box for “Step 1” opens. Set the file paths for the input and output files by dragging and dropping your copied and renamed file into the upper box. Your file path should have “.mrc” at the end. Copy the file path from the upper box and paste it in the lower box; next, remove the “.mrc” from the end of the file path in the lower box. (See the illustration below.)

Open the “Select Field Delimiter” drop-down menu and select “Tab (\t)”, next select “;” in the “In field delimiter” drop-down menu, and last, the “Contextual delimiter” should be blank. Press “Next”.

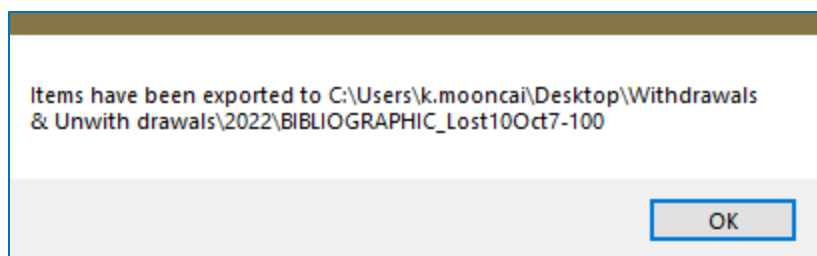




In the “Export Tab Delimited Records” box for “Step 2”, put a check mark in the box next to “Normalize field data”. In the “Field” drop-down menu box, select “001” and click on “Add field”. Next, select “035” in the “Field” drop-down menu box, click in the “Position” box, which will change to “Subfield”, then type “a” in the “Subfield” box, and click on “Add Field”. Next, select “852” in the “Field” box, then type “c” in the “Subfield” box, click on “Add Field”.



Press “Export”. The “MarcEdit.NET” box verifying the file has been successfully exported should appear. Click “OK”.

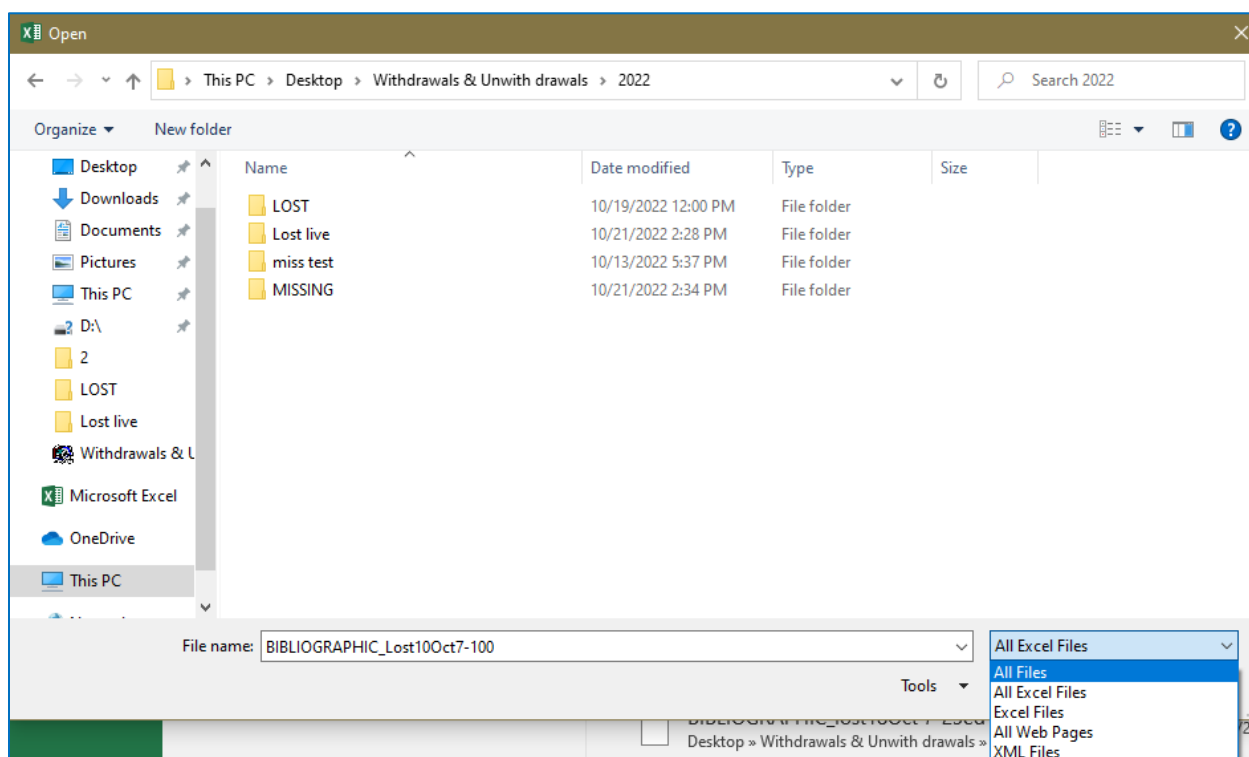


Close the “Export Tab Delimited Records” box and close MarcEdit.

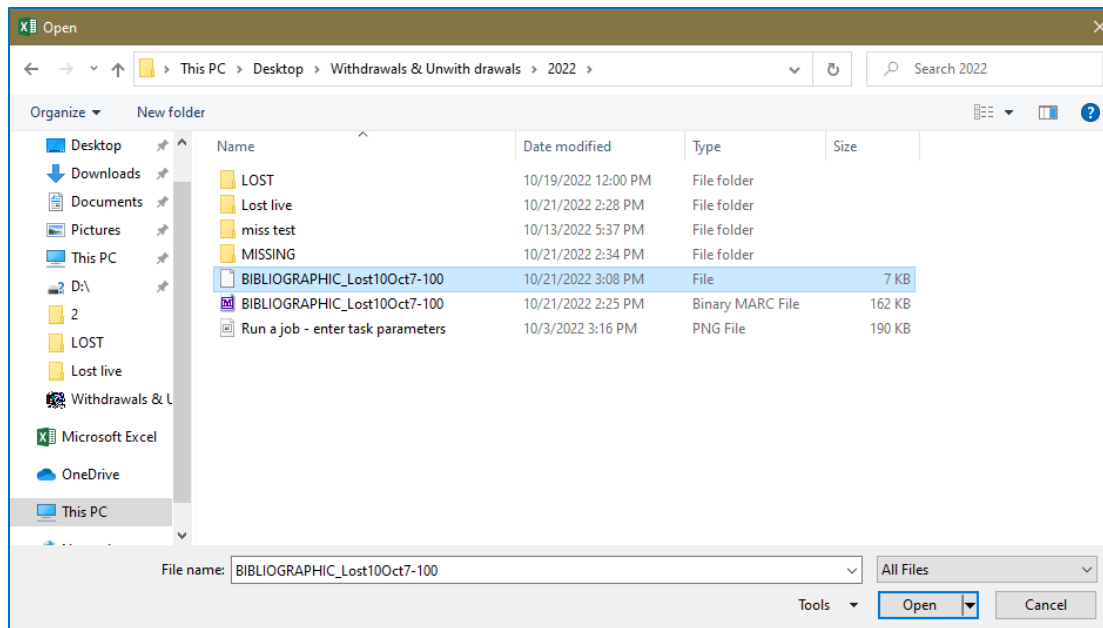
### Step 10: Opening the Tab Delimited File in Excel

Open Excel and click on the blank workbook, when it opens, click on “File” in the toolbar. On the “Open” page, go to the green column (on the left), click on “Open”, in the middle column, click on “Browse”, and when the “Open” box appears, go to the folder where you saved the file.

The Excel “Open” box will appear. In the lower right corner of the box, right above the “Open” button, click on the drop-down menu and select “All files”. If you don’t do this, you won’t find your file.

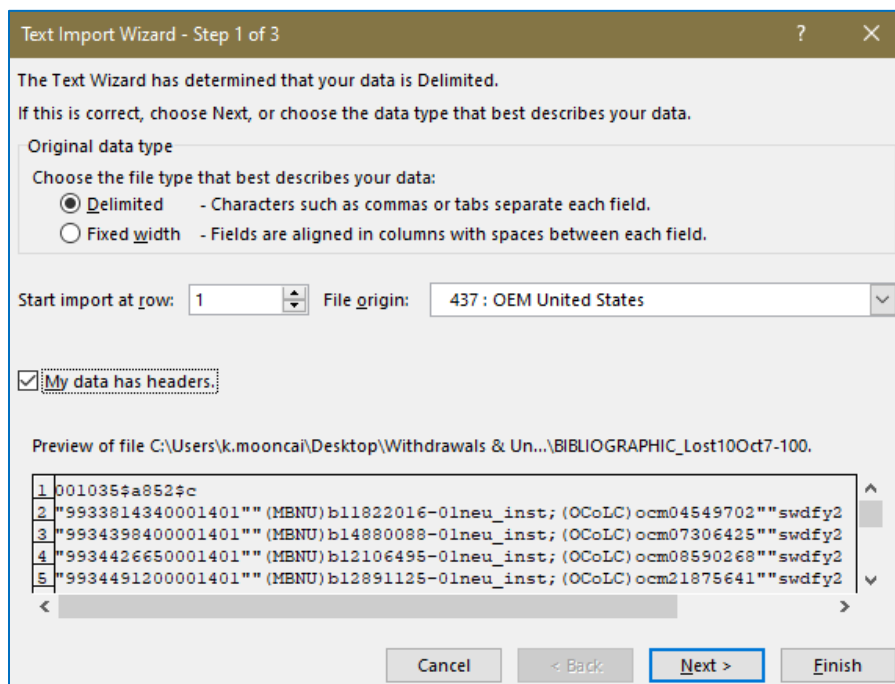


Look for file names with “BIBLIOGRAPHIC\_miss10Oct”. The correct file will have a blank page icon and in the “Type” column; it should be listed simply as “File”. **Do not select the file with an “M” on its icon and has “Binary MARC File” in the “Type” column.**



Press “Open”.

The “Text Import Wizard – Step 1 of 3” will pop open, select “Delimited” and check the box next to “My data has headers”. Press “Next”.



The “Text Import Wizard – Step 2 of 3” will pop open, in the “Delimiters” area, put a check in the box next to “Tab”. In “Data preview”, fields 001, 035\$a, and 852\$c are separated into distinct columns. This is what you want to see.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

**Delimiters**

☒ Tab  
☐ Semicolon  
☐ Comma  
☐ Space  
☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: "

**Data preview**

001	035#a	852#c
9933814340001401	(MBNU)b11822016-01neu_inst; (OCoLC) ocm04549702	swdfy23
9934398400001401	(MBNU)b14880088-01neu_inst; (OCoLC) ocm07306425	swdfy23
9934426650001401	(MBNU)b12106495-01neu_inst; (OCoLC) ocm08590268	swdfy23;soff
9934491200001401	(MBNU)b12891125-01neu_inst; (OCoLC) ocm21875641	swdfy23

Cancel < Back **Next >** Finish

Press "Next". The "Text Import Wizard – Step 3 of 3" will open, look in the "Column data format" area; "General" is the default selection. We don't want that because it will corrupt the "001" field that holds the MMS ID numbers.

In the "Column data format" area, select "Text"; this will preserve the MMS ID numbers in column "001". Failing to do this will mean starting over with opening Excel; it can't be fixed.

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

**Column data format**

☐ General  
☒ **Text**  
☐ Date: MDY  
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

**Data preview**

Text	General	General
001	035#a	852#c
9933814340001401	(MBNU)b11822016-01neu_inst; (OCoLC) ocm04549702	swdfy23
9934398400001401	(MBNU)b14880088-01neu_inst; (OCoLC) ocm07306425	swdfy23
9934426650001401	(MBNU)b12106495-01neu_inst; (OCoLC) ocm08590268	swdfy23;soff
9934491200001401	(MBNU)b12891125-01neu_inst; (OCoLC) ocm21875641	swdfy23

Cancel < Back **Next >** **Finish**

In the “Data preview” area, immediately above the “001” column, it should say “Text” and the column is low-lighted in black.

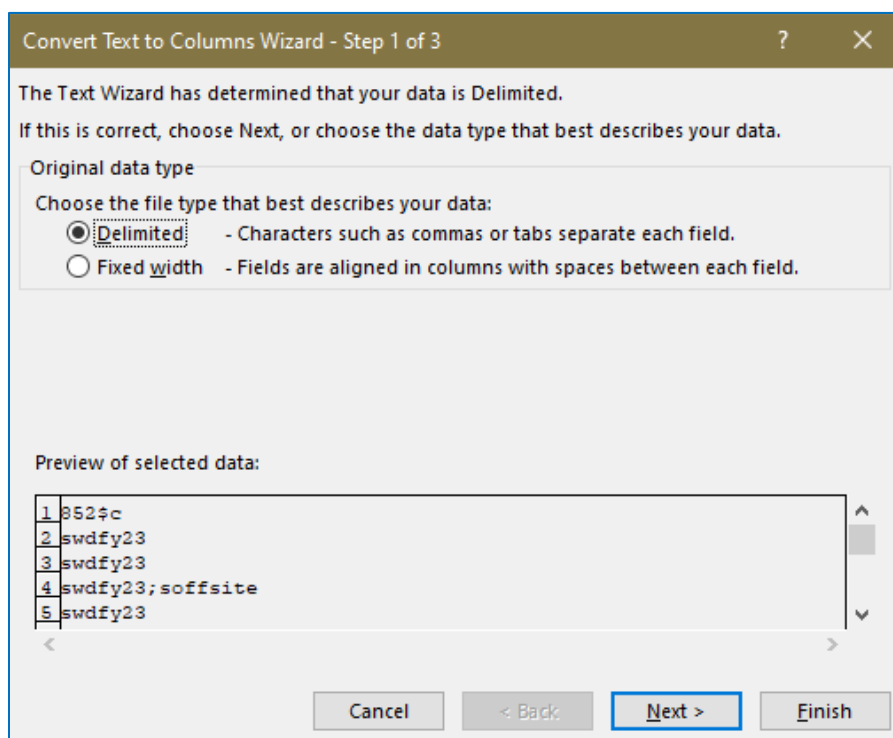
Press “Finish”. The data will appear in Excel. Make everything visible and expand the columns’ width.

### Step 11: Sorting the Data and Identifying and Isolating Records to Suppress

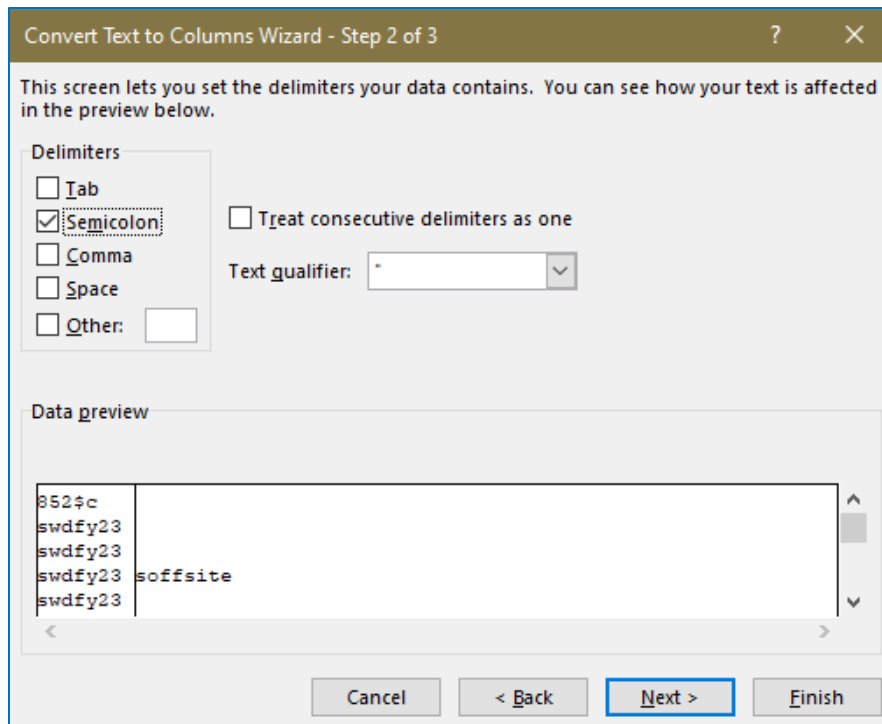
Column “C” or “852\$c” contains the holdings information, some records have only one holding, some will have more. You want to isolate the records that only have withdrawn locations.

Highlight column “C” (currently field 852\$c); then click on “Data” in the toolbar, then select “Text to Columns”.

The “Convert Text to Columns Wizard – Step 1 of 3” will open.



In the “Original data type” section, choose “Delimited”, then press the “Next” button. The “Convert Text to Columns Wizard – Step 2 of 3” box will open up.



In the “Delimiters” section, clear any checked boxes by clicking on them. Click on the “Semicolon” box to select it. Press the “Finish” button. On the Excel spreadsheet, the separate holdings locations are now in separate columns (see the column(s) to the immediate right of column “852\$c”). Quickly scan down the spreadsheet to see how many columns have a holdings location(s) in them; this will be needed for sorting. Search for the row that has the most holdings; and **make a note of which columns they are.**

In some cases, you may have a spreadsheet where all the titles have only withdrawn locations. If this has happened, go down to the section labeled, **Isolating the Withdrawn Holdings and Creating a Text File of MMS IDs**, and **continue from there.**

### Sorting the holdings locations

In the Excel spreadsheet, highlight the entire sheet by clicking on the box directly over the row number “1”.

	A
1	001
2	9937394650001401
3	9934426650001401
4	9939263750001401
5	9944711460001401

Click on the “Data” tab, then select “Sort”. When the “Sort” box appears, click on the box next to “My data has headers”, then click on “Add Level” for each column with holdings locations. In this case, three

holdings locations was the maximum. I like to have rows with the most holdings to be at the top, so I open the “Sort by” drop-down menu and select “Column E”. Next, I open the “Then by” menu and select “852\$c” (that’s the primary column that will have holdings in every row), so that most of the holdings will be . Finally, open the second “Then by” menu and select “Column D”.

Column	Sort On	Order
Sort by (Column E)	Values	A to Z
Then by 852\$c	Values	A to Z
Then by (Column D)	Values	A to Z

Press the “OK” button. This will separate all the titles that have no holdings other than withdrawn holdings. This will also separate all the titles that have multiple holdings of any kind and keep them sorted together by the number of holdings locations. (I find this more efficient than the traditional sorting order of “852\$c”, then by “Column D”, followed by “Column E”.) See the sorted columns below.

	A	B	C	D	E
1	001	035\$a	852\$c		
2	9937394650001401	(MBNU)b14031152-01neu_inst;(OCoLC)ocm39539332	swdfy23	swdfy17	swdfy18
3	9934426650001401	(MBNU)b12106495-01neu_inst;(OCoLC)ocm08590268	swdfy23	soffsite	
4	9939263750001401	(MBNU)b12194505-01neu_inst;(OCoLC)ocm09970179	swdfy23	soffsite	
5	9944711460001401	(MBNU)b13248303-01neu_inst;(OCoLC)ocm26165785	swdfy23	soffsite	
6	9951645311501401	(OCoLC)821203415;(OCoLC)ocn821203415	swdfy23	soffsite	
7	9939202170001401	(MBNU)b15030635-01neu_inst;(OCoLC)ocm39210116	swdfy23	swdfy16	
8	9941875220001401	(MBNU)b11306567-01neu_inst;(OCoLC)ocm01224580	swdfy23	swdfy17	
9	9946252740001401	(MBNU)b14919278-01neu_inst;(OCoLC)ocm15594794	swdfy23	swdfy17	
10	9943346570001401	(MBNU)b22964137-01neu_inst;(OCoLC)ocn525318942;(OCoLC)525318942	swdfy23	swdfy18	
11	9945824650001401	(MBNU)b16930174-01neu_inst;(OCoLC)ocm54500792	swdfy16	swdfy23	
12	9933814340001401	(MBNU)b11822016-01neu_inst;(OCoLC)ocm04549702	swdfy23		
13	9934398400001401	(MBNU)b14880088-01neu_inst;(OCoLC)ocm07306425	swdfy23		
14	9934491200001401	(MBNU)b12891125-01neu_inst;(OCoLC)ocm21875641	swdfy23		
15	9934584110001401	(MBNU)b26885438-01neu_inst;(OCoLC)ocn726620714;(OCoLC)726620714	swdfy23		
16	9934726130001401	(MBNU)b22923755-01neu_inst;(OCoLC)ocn494276866;(OCoLC)494276866	swdfy23		
17	9934729150001401	(MBNU)b20332385-01neu_inst;(OCoLC)ocm61458186	swdfy23		
18	9935047820001401	(MBNU)b1379761x-01neu_inst;(OCoLC)ocm34918114	swdfy23		
19	9935247280001401	(MBNU)b14214520-01neu_inst;(OCoLC)ocm43083396	swdfy23		
20	9935799390001401	(MBNU)b21048733-01neu_inst;(OCoLC)ocm76064531;(OCoLC)76064531	swdfy23		
21	9935809830001401	(MBNU)b13267759-01neu_inst;(OCoLC)ocm26402041	swdfy23		
22	9935841360001401	(MBNU)b24378173-01neu_inst;(OCoLC)ocm61484921;(OCoLC)61484921	swdfy23		
23	9935861440001401	(MBNU)b14708322-01neu_inst;(OCoLC)ocm00293316	swdfy23		
24	9936201340001401	(MBNU)b12111132-01neu_inst;(OCoLC)ocm08667513	swdfy23		

### Isolating the Withdrawn Holdings and Creating a Text File of MMS IDs

Be on the lookout for entries with multiple holdings that are all withdrawn. Do NOT remove these, there are not active and can be suppressed.

	A	B	C	D	E
1	001	035\$a	852\$c		
2	9937394650001401	(MBNU)b14031152-01neu_inst;(OCoLC)ocm39539332	swdfy23	swdfy17	swdfy18
3	9934426650001401	(MBNU)b12106495-01neu_inst;(OCoLC)ocm08590268	swdfy23	soffsite	
4	9939263750001401	(MBNU)b12194505-01neu_inst;(OCoLC)ocm09970179	swdfy23	soffsite	
5	9944711460001401	(MBNU)b13248303-01neu_inst;(OCoLC)ocm26165785	swdfy23	soffsite	
6	9951645311501401	(OCoLC)821203415;(OCoLC)ocn821203415	swdfy23	soffsite	
7	9939202170001401	(MBNU)b15030635-01neu_inst;(OCoLC)ocm39210116	swdfy23	swdfy16	
8	9941875220001401	(MBNU)b11306567-01neu_inst;(OCoLC)ocm01224580	swdfy23	swdfy17	
9	9946252740001401	(MBNU)b14919278-01neu_inst;(OCoLC)ocm15594794	swdfy23	swdfy17	
10	9943346570001401	(MBNU)b22964137-01neu_inst;(OCoLC)ocn525318942;(OCoLC)525318942	swdfy23	swdfy18	
11	9945824650001401	(MBNU)b16930174-01neu_inst;(OCoLC)ocm54500792	swdfy16	swdfy23	

Identify the rows with active (patron usable) holdings locations (slstk, srstk, slsct, etc.) to be removed from the spreadsheet.

Highlight the rows with active holdings locations by holding down the “Shift” key on the keyboard while clicking on the row numbers in the spreadsheet. In the “Home” tab, go to “Cells” and click on “Delete”, then select “Delete Sheet Rows”.

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes 'Clipboard', 'Font', 'Alignment', 'Number', 'Conditional Formatting', 'Table', and 'Styles'. The 'Delete' button in the 'Cells' group is highlighted, and its context menu is open, showing options: 'Delete Cells...', 'Delete Sheet Rows', 'Delete Sheet Columns', and 'Delete Sheet'. The spreadsheet data is visible below the ribbon, with rows 2 through 8 selected (highlighted in grey).

The spreadsheet will now have only withdrawn holdings.

Start here if your spreadsheet had ONLY withdrawn holdings and no active (patron usable) holdings.



	A	B	C	D	E
1	001	035\$a	852\$c		
2	9937394650001401	(MBNU)b14031152-01neu_inst;(OCoLC)ocm39539332	swdfy23	swdfy17	swdfy18
3	9939202170001401	(MBNU)b15030635-01neu_inst;(OCoLC)ocm39210116	swdfy23	swdfy16	
4	9941875220001401	(MBNU)b11306567-01neu_inst;(OCoLC)ocm01224580	swdfy23	swdfy17	
5	9946252740001401	(MBNU)b14919278-01neu_inst;(OCoLC)ocm15594794	swdfy23	swdfy17	
6	9943346570001401	(MBNU)b22964137-01neu_inst;(OCoLC)ocn525318942;(OCoLC)525318942	swdfy23	swdfy18	
7	9945824650001401	(MBNU)b16930174-01neu_inst;(OCoLC)ocm54500792	swdfy16	swdfy23	
8	9933814340001401	(MBNU)b11822016-01neu_inst;(OCoLC)ocm04549702	swdfy23		
9	9934398400001401	(MBNU)b14880088-01neu_inst;(OCoLC)ocm07306425	swdfy23		
10	9934491200001401	(MBNU)b12891125-01neu_inst;(OCoLC)ocm21875641	swdfy23		
11	9934584110001401	(MBNU)b26885438-01neu_inst;(OCoLC)ocn726620714;(OCoLC)726620714	swdfy23		
12	9934726130001401	(MBNU)b22923755-01neu_inst;(OCoLC)ocn494276866;(OCoLC)494276866	swdfy23		
13	9934729150001401	(MBNU)b2032385-01neu_inst;(OCoLC)ocm61458186	swdfy23		
14	9935047820001401	(MBNU)b1379761x-01neu_inst;(OCoLC)ocm34918114	swdfy23		
15	9935247280001401	(MBNU)b14214520-01neu_inst;(OCoLC)ocm43083396	swdfy23		
16	9935799390001401	(MBNU)b21048733-01neu_inst;(OCoLC)ocm76064531;(OCoLC)76064531	swdfy23		
17	9935809830001401	(MBNU)b13267759-01neu_inst;(OCoLC)ocm26402041	swdfy23		
18	9935841360001401	(MBNU)b24378173-01neu_inst;(OCoLC)ocm61484921;(OCoLC)61484921	swdfy23		
19	9935861440001401	(MBNU)b14708322-01neu_inst;(OCoLC)ocm00293316	swdfy23		
20	9936201340001401	(MBNU)b12111132-01neu_inst;(OCoLC)ocm08667513	swdfy23		
21	9936458980001401	(MBNU)b21947193-01neu_inst;(OCoLC)ocn232237107;(OCoLC)232237107	swdfy23		
22	9936482570001401	(MBNU)b22010658-01neu_inst;(OCoLC)ocn191929196;(OCoLC)191929196	swdfy23		
23	9937672100001401	(MBNU)b14159612-01neu_inst;(OCoLC)ocm40723664	swdfy23		
24	9938307390001401	(MBNU)b21700060-01neu_inst;(OCoLC)ocm70258908;(OCoLC)70258908	swdfy23		
25	9938336740001401	(MBNU)b12443736-01neu_inst;(OCoLC)ocm15053054	swdfy23		
26	9938564950001401	(MBNU)b16177228-01neu_inst;(OCoLC)ocm46641849	swdfy23		
27	9938623050001401	(MBNU)b11014246-01neu_inst;(OCoLC)ocm00638529	swdfy23		
28	9939736920001401	(MBNU)b18607111-01neu_inst;(OCoLC)ocm62090779	swdfy23		

Open Notepad and in the top line type in “MMS ID”. Copy the MMS IDs from column “001”, then paste them into Notepad. Name and save the file. (MMS ID [data file name] FOR SUPPRESSION)

	A
1	001
2	9937394650001401
3	9939202170001401
4	9941875220001401
5	9946252740001401
6	9943346570001401
7	9945824650001401

MMS ID LOST10Oct7-100 - Notepad

File Edit Format View Help

MMS ID  
9937394650001401  
9939202170001401  
9941875220001401  
9946252740001401  
9943346570001401

## Step 12: Creating an Itemized Titles Set in ALMA with the File of MMS IDs

In the main ALMA menu, select “Manage Sets”, when the screen comes up, press the “Add Set” button. Make an itemized *All Titles* set in ALMA using the MMS ID numbers file, and **name the set so that you won’t confuse it with the earlier titles set created to export the bibs.** (I use klm mms id [file name and numbers] to suppress.) In the “Set content type” drop-down menu, select “All Titles”. “Private” should be “Yes”, “Status” should be “Active”.

**Set Details** Add Members to Set Cancel Save

**General Information**

Set name \*

Description

Note

Set content type \*

Set type ☒ Itemized

Private ☐ No ☒ Yes

Status ☒ Active ☐ Inactive

Creation date 10/21/2022 16:13:31 EDT

Created by Ex Libris

Updated by Ex Libris

Content Origin ☒ Institution only ☐ Discovery

Set ID -

**Add Contents from File to Set**

☒ From File ☐ From Analytics

File

The maximum file size is 10 MB.

In the “Add Contents from File to Set” box, click on the circle to the left of “From File”, then, click on the file icon. The “Open” box will appear, go to your folder and select your MMS ID numbers file. Press “Open”. Back in the “Set Details” screen, press “Save”. This will take you to the “Manage Sets” screen. If your new set isn’t there yet, wait for several seconds, click on the main ALMA menu and select “Manage Sets”. If the new set doesn’t appear, wait longer and try again.

**Manage Sets** GuideMe Back

My Sets Public Sets All Sets

1 - 22 of 22

Content Type : All Content Origin : All

	Active	Name	Type	Content Type	Content Origin	Creation Date	
1	<input checked="" type="checkbox"/>	klm mms id lost10Oct 7-100 to suppress	Itemized	All Titles	Institution only	10/21/2022 16:13:31 EDT	<input type="button" value="More"/>

### Step 13: Suppressing the Withdrawn Titles from Discovery

Click on “Admin” and select “Run a Job”. When the “Run a Job – Select Job to Run” screen opens, select “Name” from the drop-down menu and type in “Suppress”. Click on the magnifying glass icon to get a list of jobs with “suppress” in them. Click in the circle next to “Suppress Bib records from discovery”. THERE IS NOTHING AFTER THE WORD DISCOVERY!

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

1 - 5 of 5

Type: All Source type: All Content type: All

	Name	Description	Content Type	Type
1	<input type="radio"/> <b>Suppress</b> Bib records from discovery MODS	Marks MMS records as suppressed or non-suppressed from discovery MODS	Bibliographic title	MODS normalization
2	<input type="radio"/> <b>Suppress</b> Bib records from discovery DCAP02	Marks MMS records as suppressed or non-suppressed from discovery DCAP02	Bibliographic title	DC Application profile 2 normalization
3	<input type="radio"/> <b>Suppress</b> Bib records from discovery DCAP01	Marks MMS records as suppressed or non-suppressed from discovery DCAP01	Bibliographic title	DC Application profile 1 normalization
4	<input type="radio"/> <b>Suppress</b> Bib records from discovery DC	Marks MMS records as suppressed or non-suppressed from discovery DC	Bibliographic title	Qualified DC normalization
5	<input checked="" type="radio"/> <b>Suppress</b> Bib records from discovery	Marks MMS records as suppressed or non-suppressed from discovery	Bibliographic title	Marc 21 Bib normalization

Press “Next”. The “Run a Job – Select Set” screen will come up. Click on the circle next to your “mms id to suppress” set. Press “Next”.

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

1 - 50 of 1,486

Content Type: All

	Name	Type	Content Type	Content Origin	Create Date
1	<input checked="" type="radio"/> klm mms id lost10Oct 7-100 to suppress	Itemized	All Titles	Institution only	10/21/2022 16:13:31 EDT

In the “Run a Job – Enter Task Parameters” screen, go down to “Suppress from Discovery?” and click on the little dot next to “True”, then press “Next”.

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

Task Parameters: MmsTagSuppressed

Suppressed from Discovery? ☒ TRUE ☐ FALSE i

In the “Run a Job – Review and Confirm” screen, check the information, if it’s accurate, click on the “Submit” button. (If the wrong set was entered, click “Back” twice to reselect your set.)

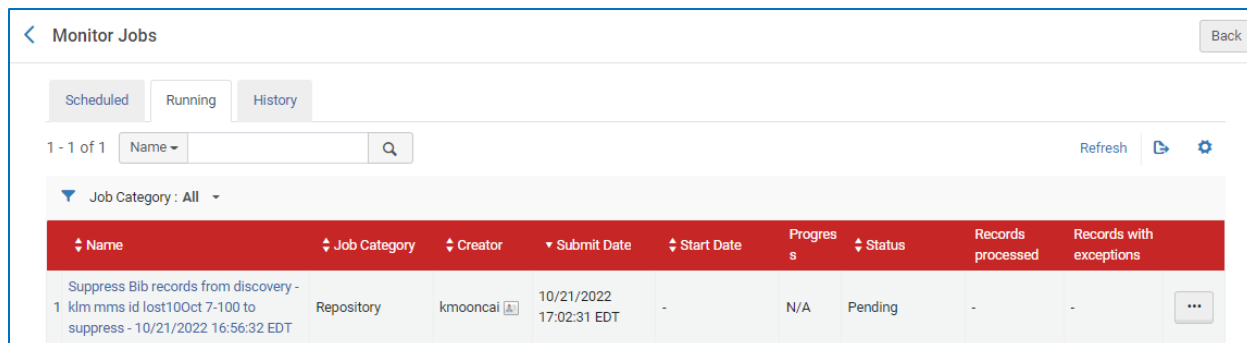
A “Confirmation Message” box will pop up, press “Confirm”.

**Confirmation Message**

You are about to run a job which will affect 74 members of the set. This cannot be reversed. Do you want to continue?

Cancel Confirm

In the “Monitor Jobs” screen, the type of job and the name of your set should appear. Press “Refresh” to see its current status. When the job is completed, it will disappear and a “No records were found” message will appear.

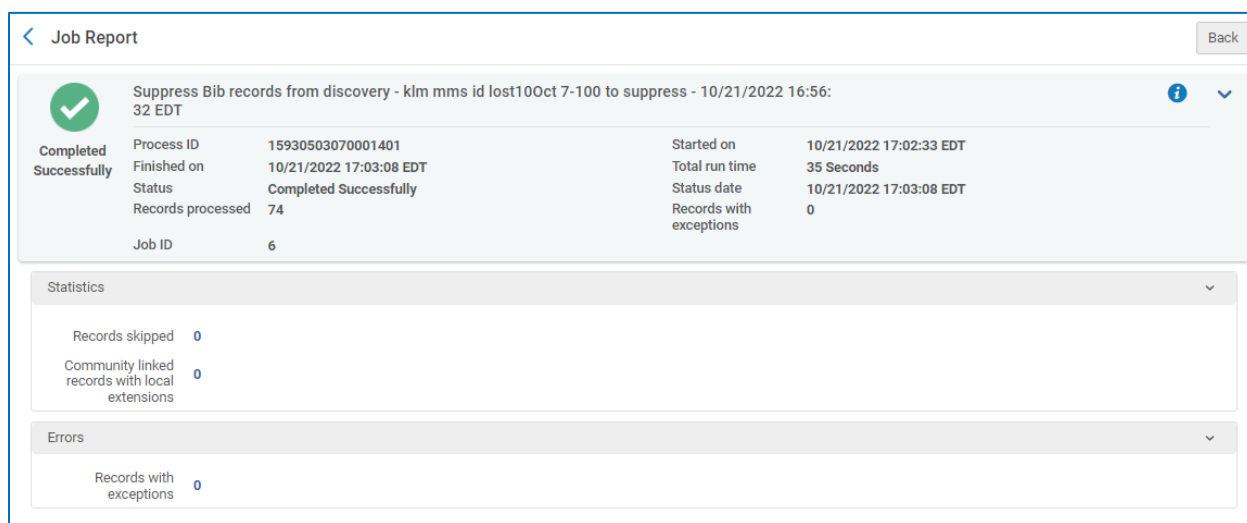


The screenshot shows the "Monitor Jobs" interface. At the top, there are tabs for "Scheduled", "Running", and "History". Below the tabs, there is a search bar with "1 - 1 of 1" results and a "Name" dropdown. A "Refresh" button and a settings icon are also present. The main table has columns: Name, Job Category, Creator, Submit Date, Start Date, Progress, Status, Records processed, and Records with exceptions. A single job is listed with the name "Suppress Bib records from discovery - 1 klm mms id lost10Oct 7-100 to suppress - 10/21/2022 16:56:32 EDT", Job Category "Repository", Creator "kmooncai", Submit Date "10/21/2022 17:02:31 EDT", Start Date "-", Progress "N/A", Status "Pending", Records processed "-", and Records with exceptions "-".

Name	Job Category	Creator	Submit Date	Start Date	Progress	Status	Records processed	Records with exceptions
Suppress Bib records from discovery - 1 klm mms id lost10Oct 7-100 to suppress - 10/21/2022 16:56:32 EDT	Repository	kmooncai	10/21/2022 17:02:31 EDT	-	N/A	Pending	-	-

### Reviewing the Job Report

Click on the “History” tab, find your job and check the status. Press the “Actions” button and select “Report”. Check the report and review it for any anomalies in the number or records updated. When completed, press “Back” in the upper right corner.



The screenshot shows the "Job Report" interface. At the top, there is a "Back" button. The main content area shows a green checkmark icon and the text "Completed Successfully". Below this, there is a table with job details. The job name is "Suppress Bib records from discovery - klm mms id lost10Oct 7-100 to suppress - 10/21/2022 16:56:32 EDT". The table includes fields for Process ID, Finished on, Status, Records processed, Job ID, Started on, Total run time, Status date, and Records with exceptions. Below the table, there are sections for "Statistics" and "Errors", both showing 0 records.

Process ID	Finished on	Status	Records processed	Job ID	Started on	Total run time	Status date	Records with exceptions
15930503070001401	10/21/2022 17:03:08 EDT	Completed Successfully	74	6	10/21/2022 17:02:33 EDT	35 Seconds	10/21/2022 17:03:08 EDT	0

Then press “Cancel” in the next screen, finally, press “Back” to return to the ALMA main page.

### Step 14: Identifying OCLC Holdings to Delete

Go back to the Excel spreadsheet of withdrawn titles from the end of Step 9. Delete the columns of locations from the right side of the column “035\$a”. Highlight column “B” (or column “035\$a”), click on “Data” in the toolbar, then “Text to Columns”. In the “Convert Text to Columns” box, select “Delimited”.

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.  
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	035#a
2	(MBNU)b14031152-01neu_inst; (OCoLC) ocm39539332
3	(MBNU)b15030635-01neu_inst; (OCoLC) ocm39210116
4	(MBNU)b11306567-01neu_inst; (OCoLC) ocm01224580
5	(MBNU)b14919278-01neu_inst; (OCoLC) ocm15594794

Cancel < Back Next > Finish

Press "Next".

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab

☒ Semicolon

☐ Comma

☐ Space

☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: "

Data preview

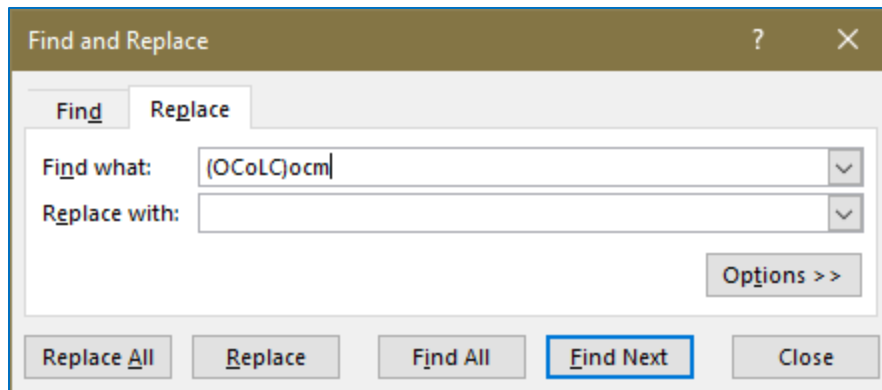
035#a	
(MBNU)b14031152-01neu_inst	(OCoLC) ocm39539332
(MBNU)b15030635-01neu_inst	(OCoLC) ocm39210116
(MBNU)b11306567-01neu_inst	(OCoLC) ocm01224580
(MBNU)b14919278-01neu_inst	(OCoLC) ocm15594794

Cancel < Back Next > Finish

Clear any checked boxes, then select "Semicolon". Check the "Data preview" and press "Finish".

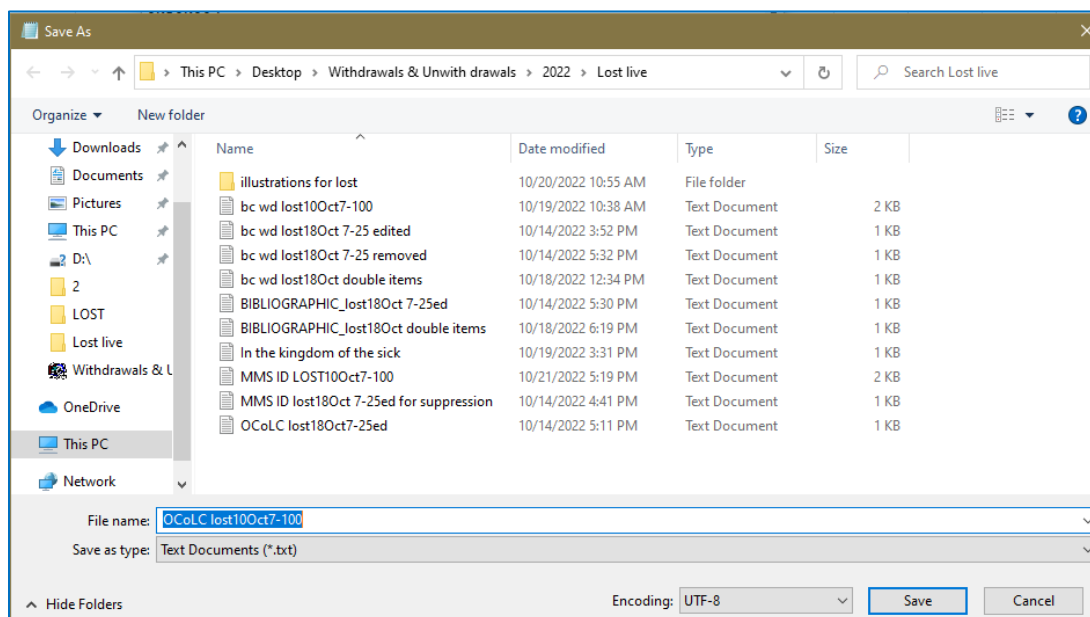
### Removing the OCLC Prefixes

On the spreadsheet, adjust your columns to fit; then, in the toolbar, click on the "Home" tab. Click on any number in the column of OCLC numbers, and copy the "(OCoLC)ocm". Highlight the column of OCLC numbers, click on "Find & Select" and select "Replace".



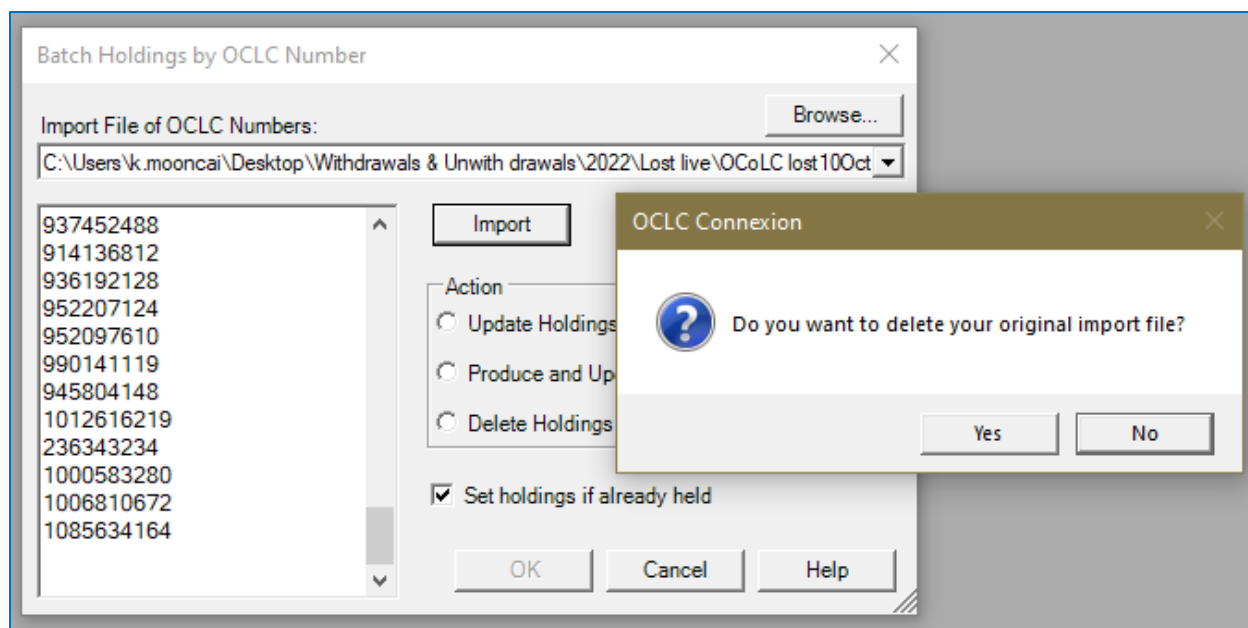
In the “Find what” box, paste “(OCoLC)ocm”, leave the “Replace with” box blank, and press “Replace All”. Be sure all prefixes (ocm, ocn) have been removed. You will likely need to remove “(OCoLC) ocn” and “(OCoLC)on”. Just be sure all prefixes are gone, only the numbers should be in the column.

Next, copy the column of OCLC numbers and paste them into Notepad; there will be no title at the head, just a list of numbers. Create a file name and save. (I use OCLC numbers for [file name and numbers].)

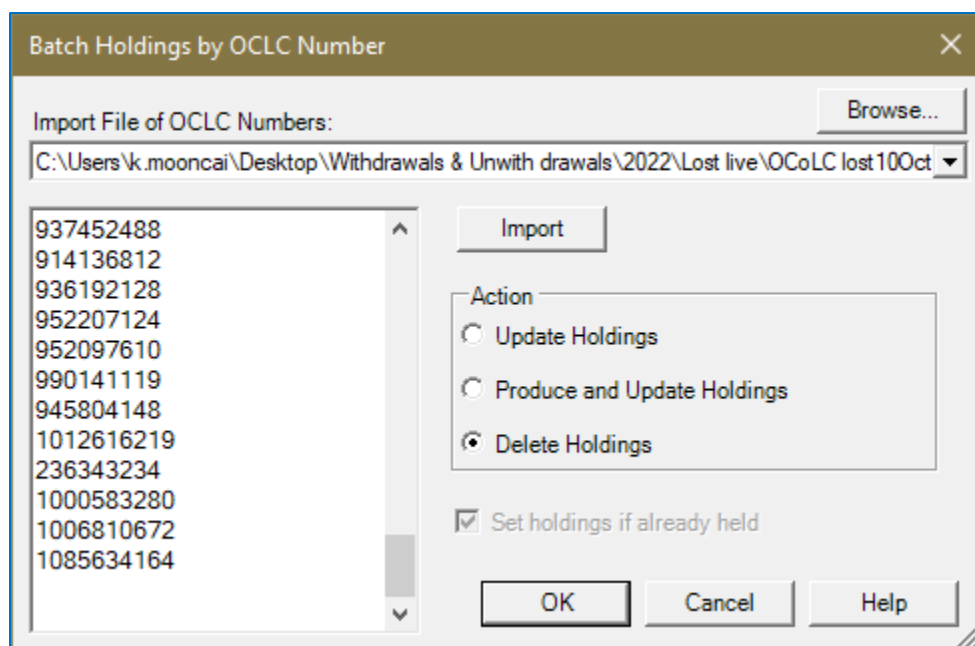


## Step 15: Batch Searching Connexion and Deleting the Library’s Holdings

Open OCLC Connexion, click on “Batch” in the toolbar and select “Holdings by OCLC Number”.



In the “Batch Holdings by OCLC Number” box, press “Browse” and find your file. Press “Import” and the “Do you want to delete your original import file?” window pops up. Press “No”. The window will disappear.



In the “Action” area, select “Delete Holdings” and press “OK”. If you have a lot of holdings to delete, be patient. The job will be finished when a report pops up.

## Batch Holdings by OCLC Number Report

Session ID	cnxui22pxm1.prod.oclc.org-1680-19j07zi-26od5g
Report Start Time	2022-10-21T17:28:36-04:00
Session Duration	00:00:20.5770996

Bibliographic exports reported	0
Authority exports reported	0

### Successful Actions (70)

Control #	Title	Record Action
39539332	Essence of Decision : Explaining the Cuban Missile Crisis / Graham Allison, Philip Zelikow.	DeleteHoldings
39210116	Information rules : a strategic guide to the network economy / Carl Shapiro, Hal R. Varian.	DeleteHoldings
1224580	Man's search for himself.	DeleteHoldings
15594794	The rise and fall of the great powers : economic change and military conflict from 1500 to 2000 / by Paul Kennedy.	DeleteHoldings
54500792	The wretched of the earth / Frantz Fanon ; translated from the French by Richard Philcox ; with commentary by Jean-Paul Sartre and Homi K. Bhabha.	DeleteHoldings
4549702	Urban survival : the world of working-class women / Ruth Sidel.	DeleteHoldings
7306425	Macroeconomics : theories and policies / Sherman J. Maisel.	DeleteHoldings
21875641	The logic of social control / Allan V. Horwitz.	DeleteHoldings
726620714	The Oxford handbook of crime prevention / edited by Brandon C. Welsh, David P. Farrington.	DeleteHoldings
494276866	Information technology risk management in enterprise environments : a review of industry practices and a practical guide to risk management teams / Jake Kouns, Daniel Minoli.	DeleteHoldings
61458186	Qualitative research methods for psychologists : introduction to empirical studies / [edited] by Constance T. Fischer.	DeleteHoldings
34918114	The troubles : Ireland's ordeal 1966-1996 and the search for peace / Tim Pat Coogan.	DeleteHoldings
43083396	The money pitch : baseball free agency and salary arbitration / Roger I. Abrams.	DeleteHoldings

Scroll down to the bottom of the report to see if there were any errors and what they were. (The error message was from a different set and just used as an example.)

### Errors (4)

Control #	Record Action	Error
525318942	DeleteHoldings	Holdings not set on master record
914572933	DeleteHoldings	Holdings not set on master record
937452488	DeleteHoldings	Holdings not set on master record
936192128	DeleteHoldings	Holdings not set on master record

Don't worry about this error message, it means the record didn't have our holdings on it. Close the report and exit OCLC Connexion.

This batch of withdrawals is now completed.

## Step 16: Keeping the statistics

Keep track of the number of item records that you withdrew and number of bibliographic records that you suppressed. They will be a part of the monthly statistics.