**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; 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.]



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".
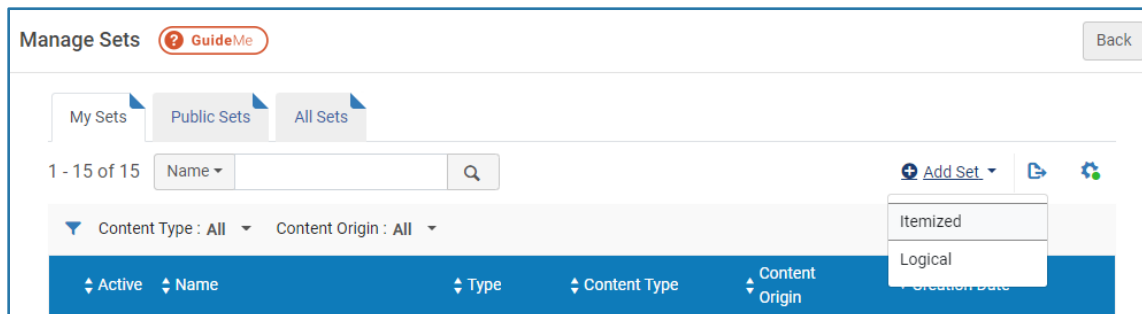


In the "Set Details" screen, create a name in the "Set name" box. I use klm wd [file name]. Select "Physical items" from the "Set content type" drop-down menu. Private should be "Yes" and Status should be "Active"; click on the circle in front of "Yes" and/or "Active" if a correction is needed.

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.



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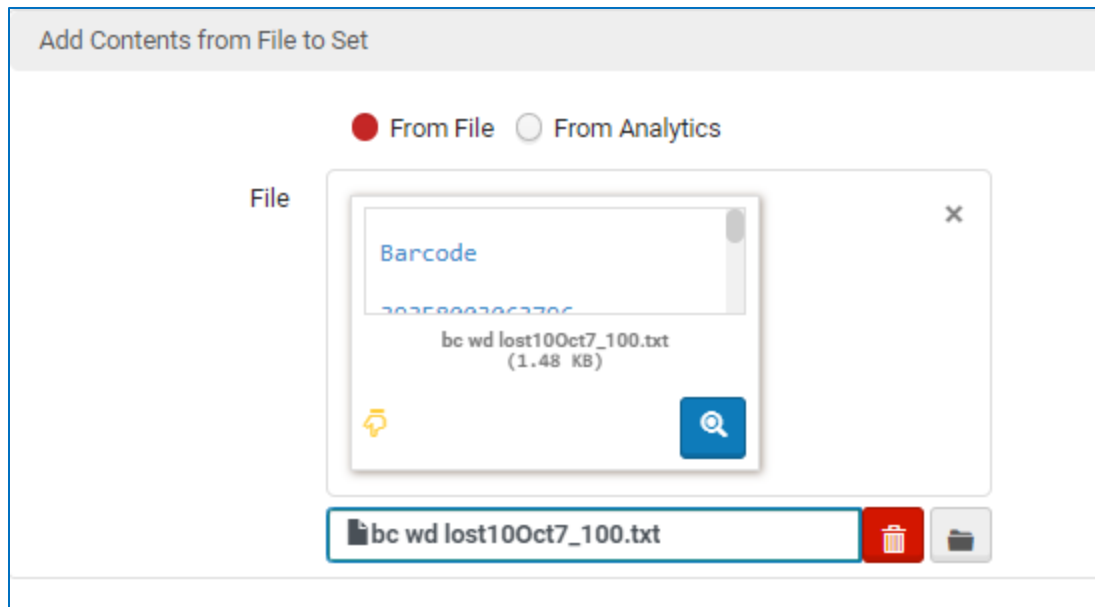
Usually, your new set will not be there immediately, wait several seconds, then go back into the main ALMA menu, click on "Admin" and select "Manage Sets". The new set should appear, if not, wait a bit longer and try again.



**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.

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



**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.

**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.
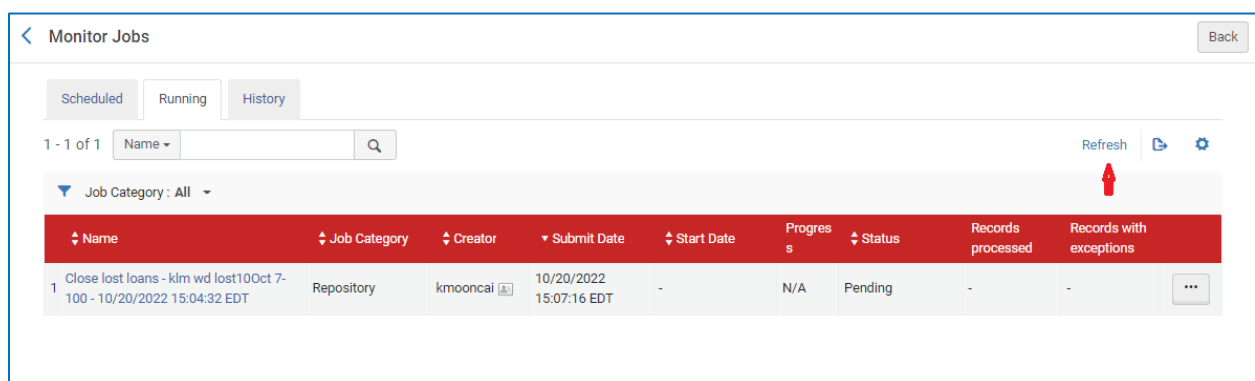


Type in "Close lost loans" and press the "magnifying glass icon. The job should come up on the screen.
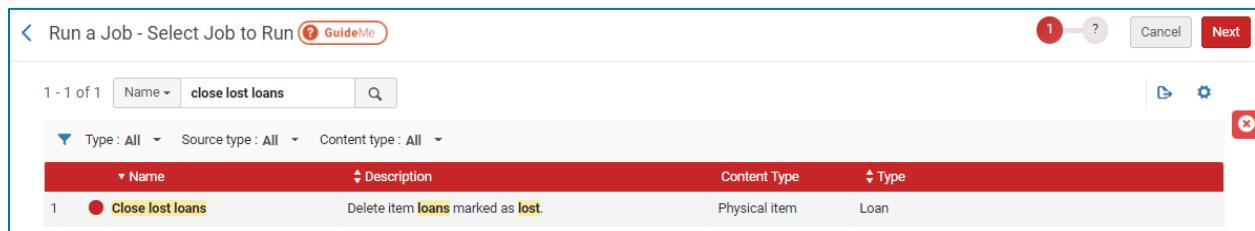


Click on the circle to the left of the job name. Press "Next" in the upper right of the screen.
The "Run a Job – Select Set" screen will appear, find your set and click in the circle to the left of the set's name. Then, click on the "Next" button in the upper right of the screen. The "Run a Job – Review 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.



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.

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



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.

**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.



A confirmation message will appear; click on "Confirm".



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".

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



**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.



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

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".

A "Confirmation Message" box will pop up, press "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.



When the job is completed, it will disappear and "No records were found." appears.  Click on the "History" tab to see the job report.
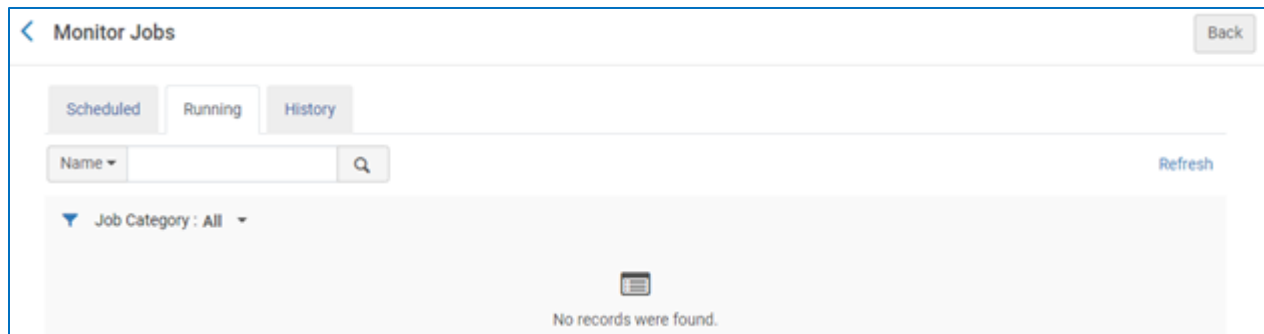
Find your job and click on "Actions" and select "Report".
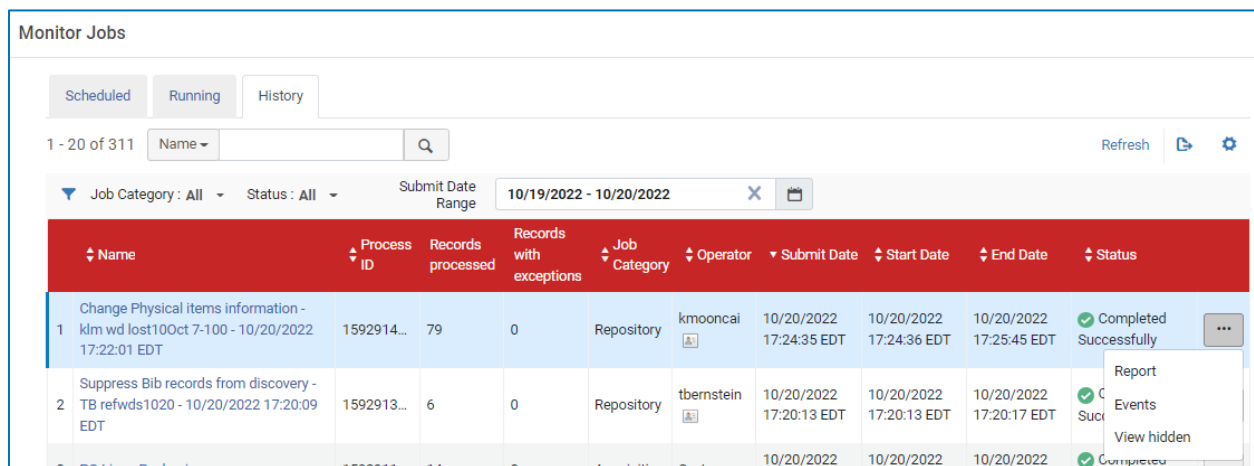


Check the "Status" and the "Records processed"; when you are done reviewing the report, click "Back".
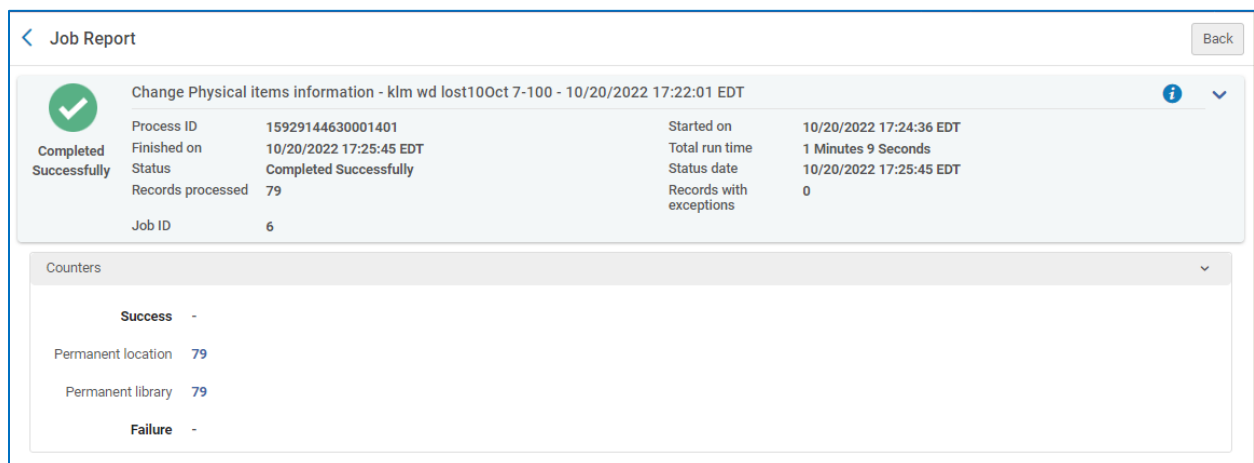


Click on "Admin" in the main menu and select "Manage Sets".  Find your set, click on the "Action" button and select "Members".  Look at a few records to be sure the locations have been changed to "swdfy23" and the suppression symbol appears to the left of the "Library" column.

**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".



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



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".

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



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).

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".





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.



Press the "Actions" button, and select, "View Files".



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.



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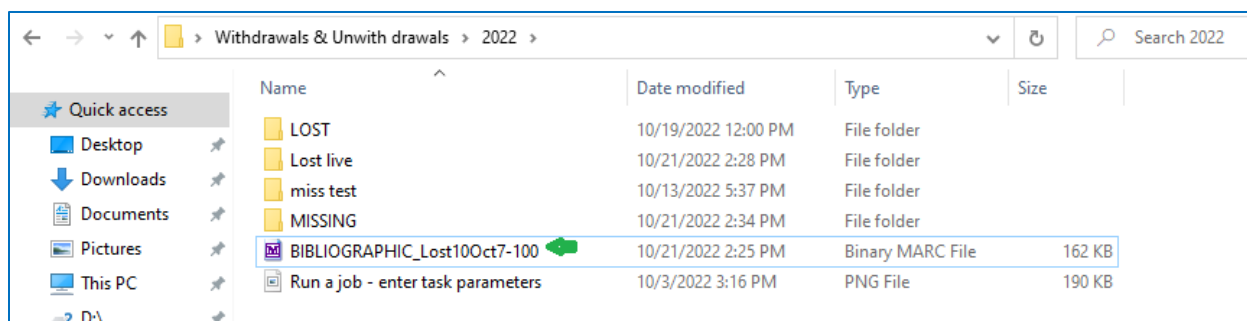
I leave the original downloaded file in the "Downloads" folder until I'm done with the assignment and then I'll delete it.

**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)
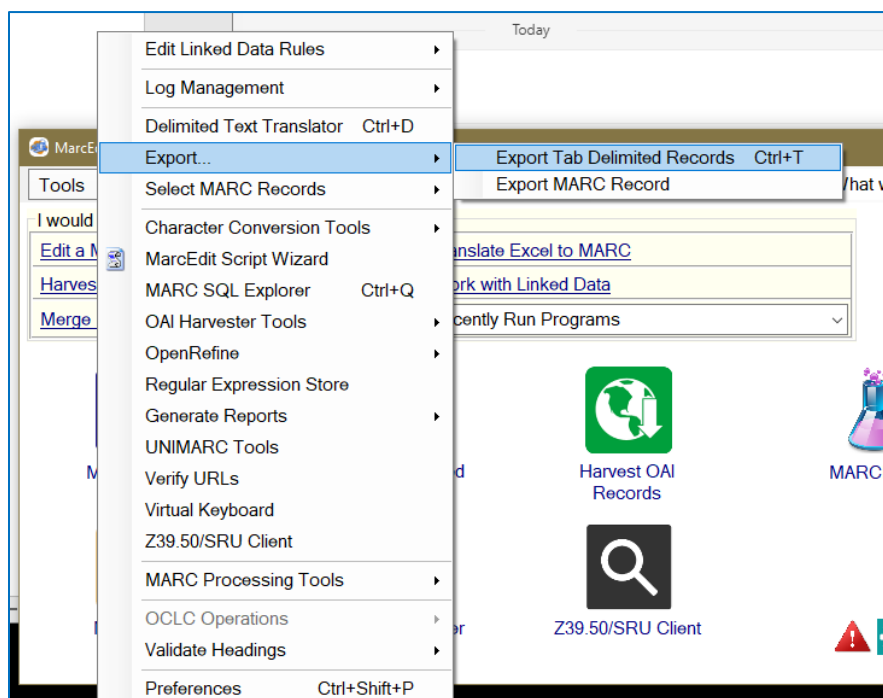


The "Export Tab Delimited Records" box for "Step 1"opens. Set the file paths for the input and output files by dragging and dropping your copied and renamed file into the upper box. Your file path should have ".mrc" at the end. Copy the file path from the upper box and paste it in the lower box; next, 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".
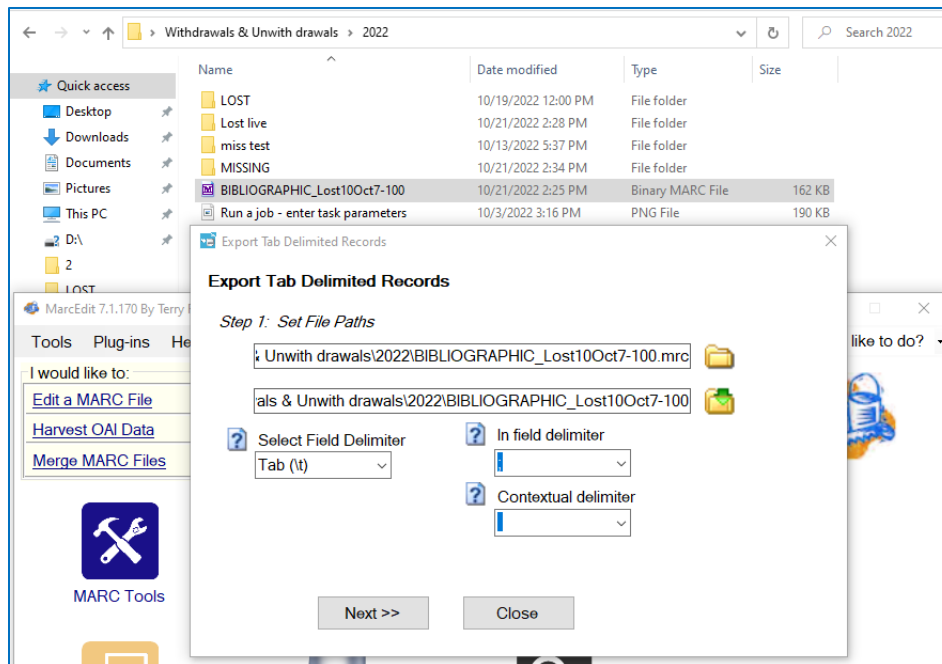
In the "Export Tab Delimited Records" box for "Step 2", put a check mark in the box next to "Normalize field data. In the "Field" drop-down menu box, select "001" and click on "Add field". Next, select "035" in the "Field" drop-down menu box, click in the "Position" box, which will change to "Subfield", 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".
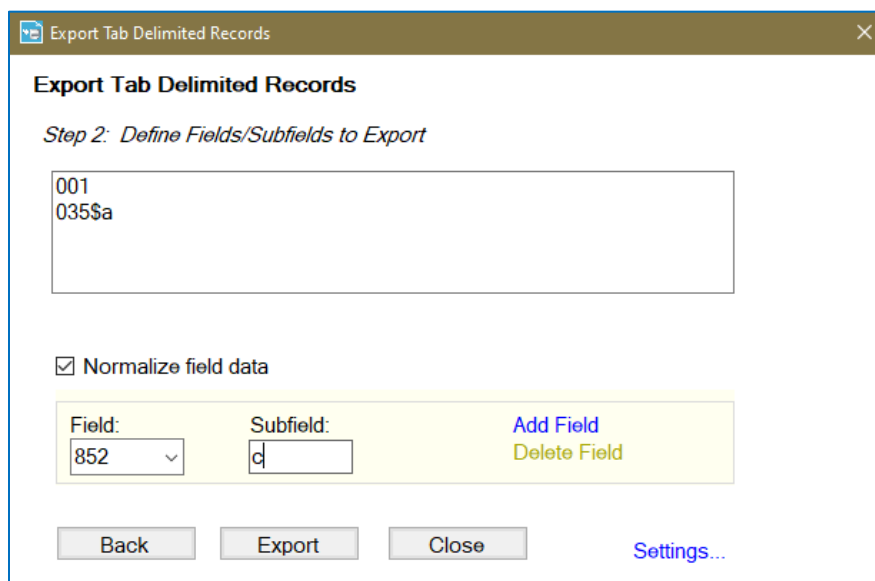


Press "Export". The "MarcEdit.NET" box verifying the file has been successfully exported should appear. Click "OK".

Items have been exported to C:\Users\k.mooncai\Desktop\Withdrawals & Unwith drawals\2022\BIBLIOGRAPHIC_Lost10Oct7-100

OK
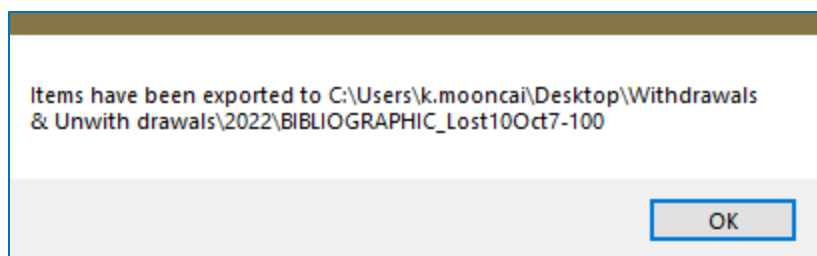
Close the "Export Tab Delimited Records" box and close MarcEdit.

**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.
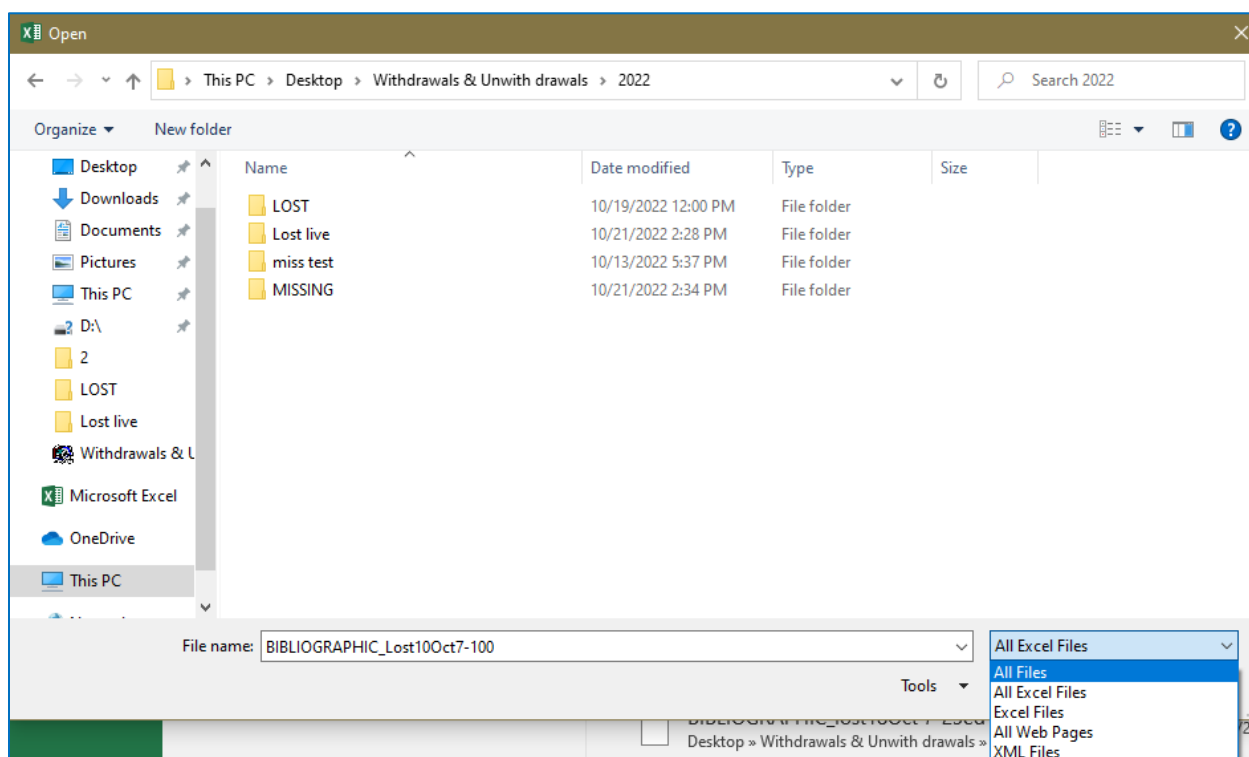


Look for file names with "BIBLIOGRAPHIC_miss10Oct".  The correct file will have a blank page icon and in the "Type" column; it should be listed simply as "File".  Do not select the file with an "M" on its icon and has "Binary MARC File" in the "Type" column.
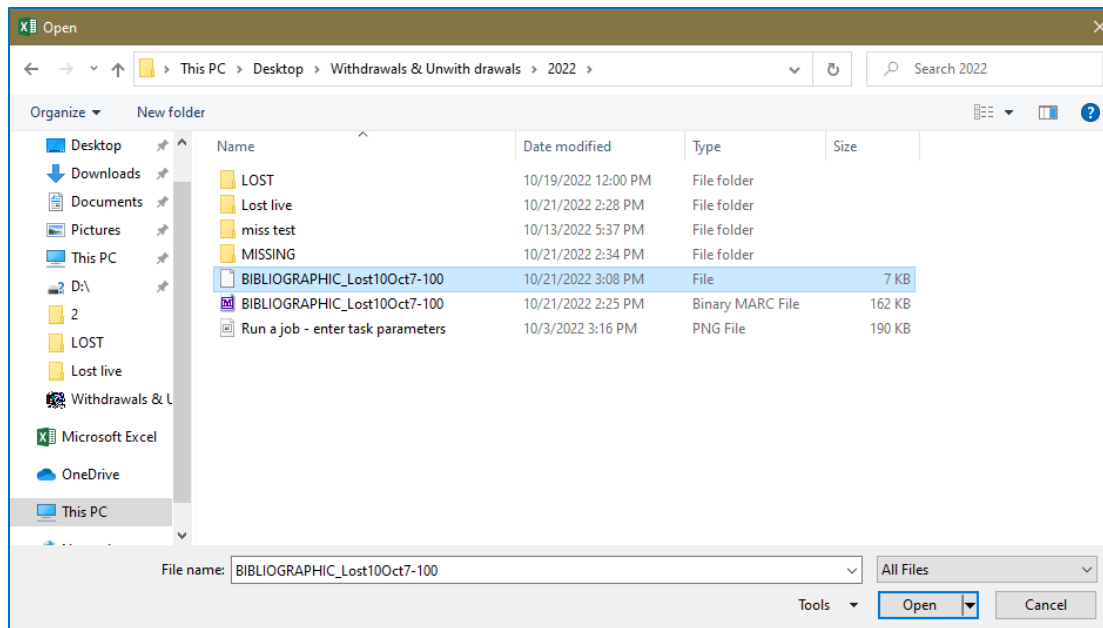
Press "Open".

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".
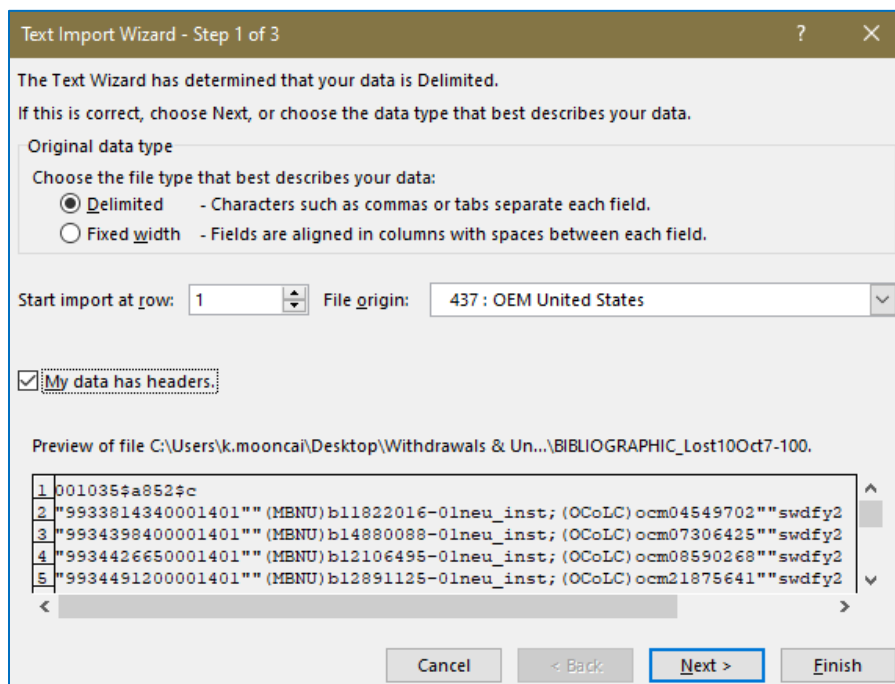


The "Text Import Wizard – Step 2 of 3" will pop open, in the "Delimiters" area, put a check in the box next to "Tab". In "Data preview", fields 001, 035$a, and 852$c are separated into distinct columns. This is what you want to see.

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.

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 <u>only</u> 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.
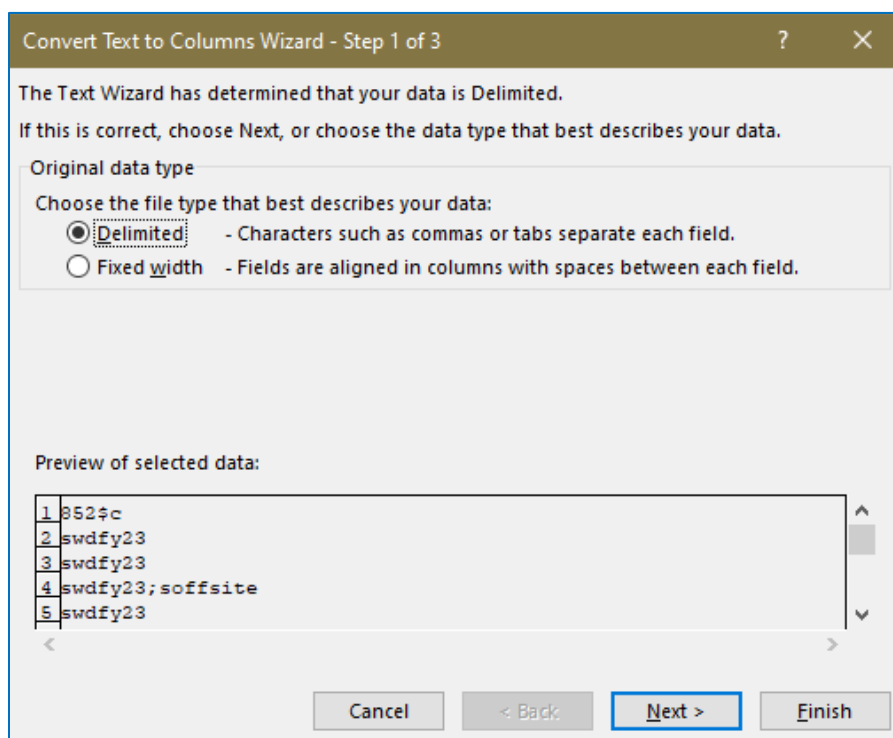


In the "Original data type" section, choose "Delimited", then press the "Next" button.  The "Convert Text to Columns Wizard – Step 2 of 3" box will open up.
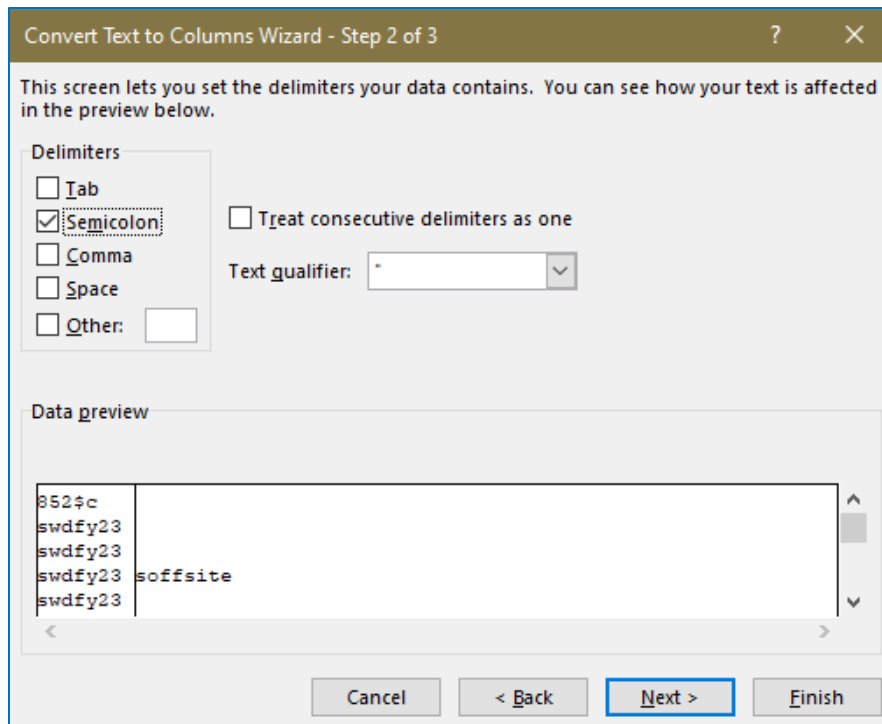
In the "Delimiters" section, clear any checked boxes by clicking on them. Click on the "Semicolon" box to select it. Press the "Finish" button. On the Excel spreadsheet, the separate holdings locations are now in separate columns (see the column(s) to the immediate right of column "852$c"). Quickly scan 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".



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".



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 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)b20332385-01neu_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)



**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".

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.



**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!

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".



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".



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.)
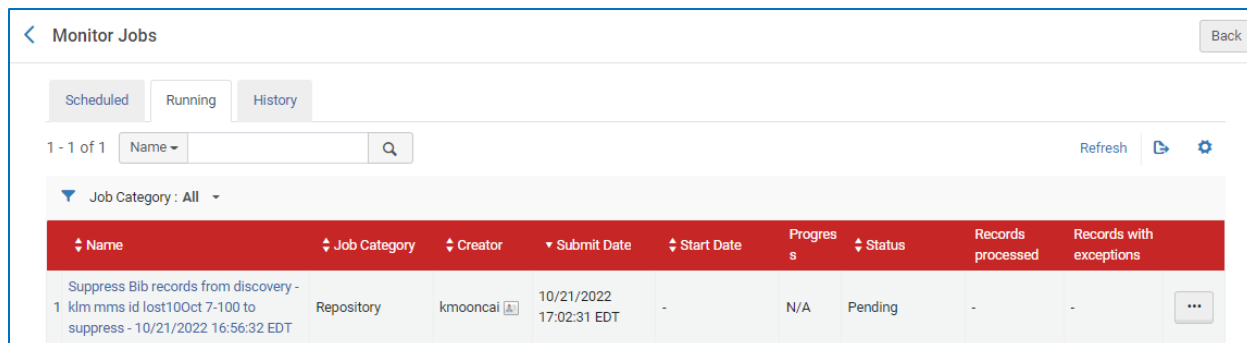
A "Confirmation Message" box will pop up, press "Confirm".

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.
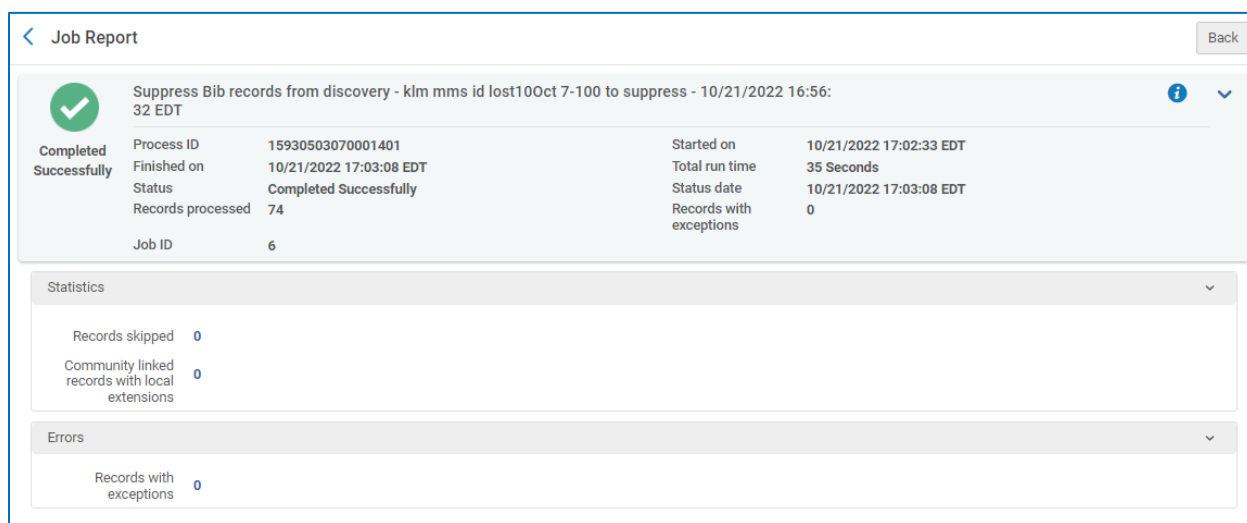


**Reviewing the Job Report**

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.



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".

Press "Next".



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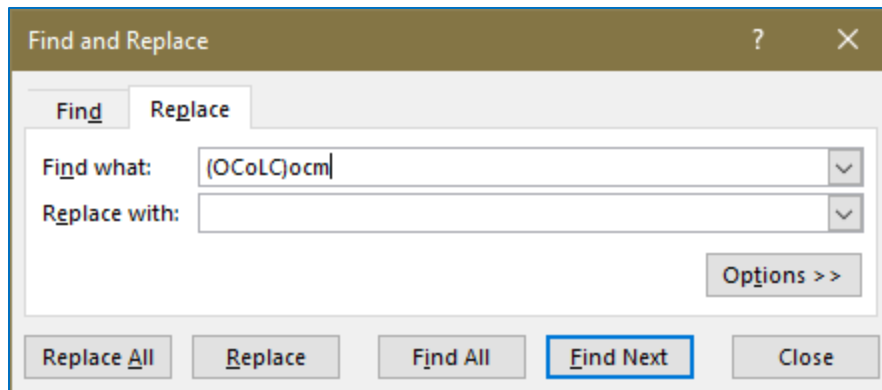
In the "Find what" box, paste "(OCoLC)ocm", leave the "Replace with" box blank, and press "Replace All". Be sure all prefixes (ocm, ocn) have been removed. You will likely need to remove "(OCoLC) ocn" and "(OCoLC)on". Just be sure all prefixes are gone, only the numbers should be in the column.

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].)
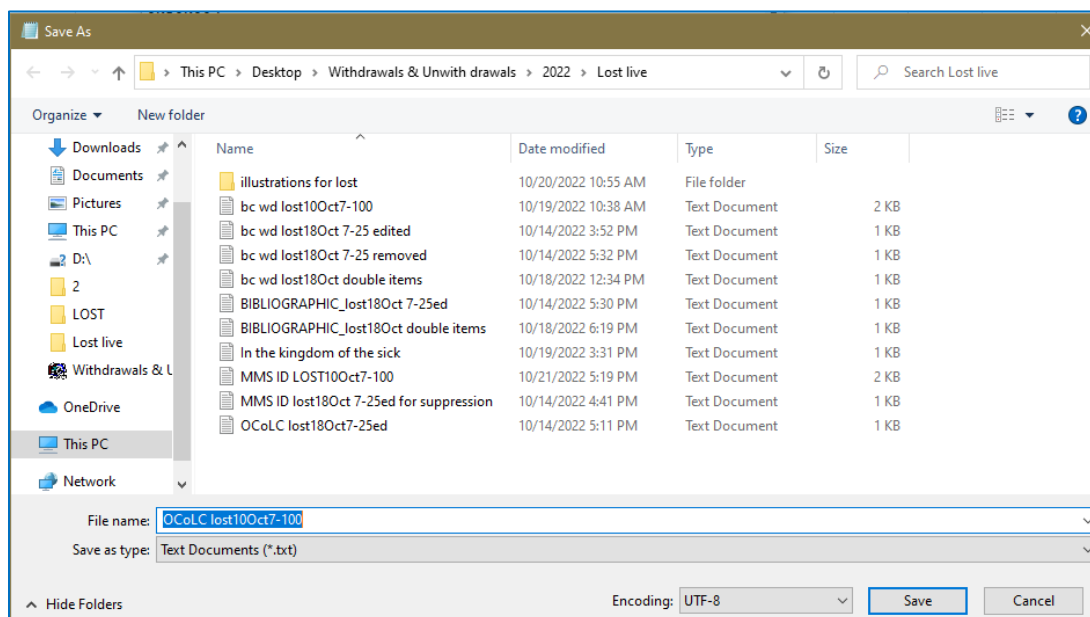


**Step 15: Batch Searching Connexion and Deleting the Library's Holdings**

Open OCLC Connexion, click on "Batch" in the toolbar and select "Holdings by OCLC Number".
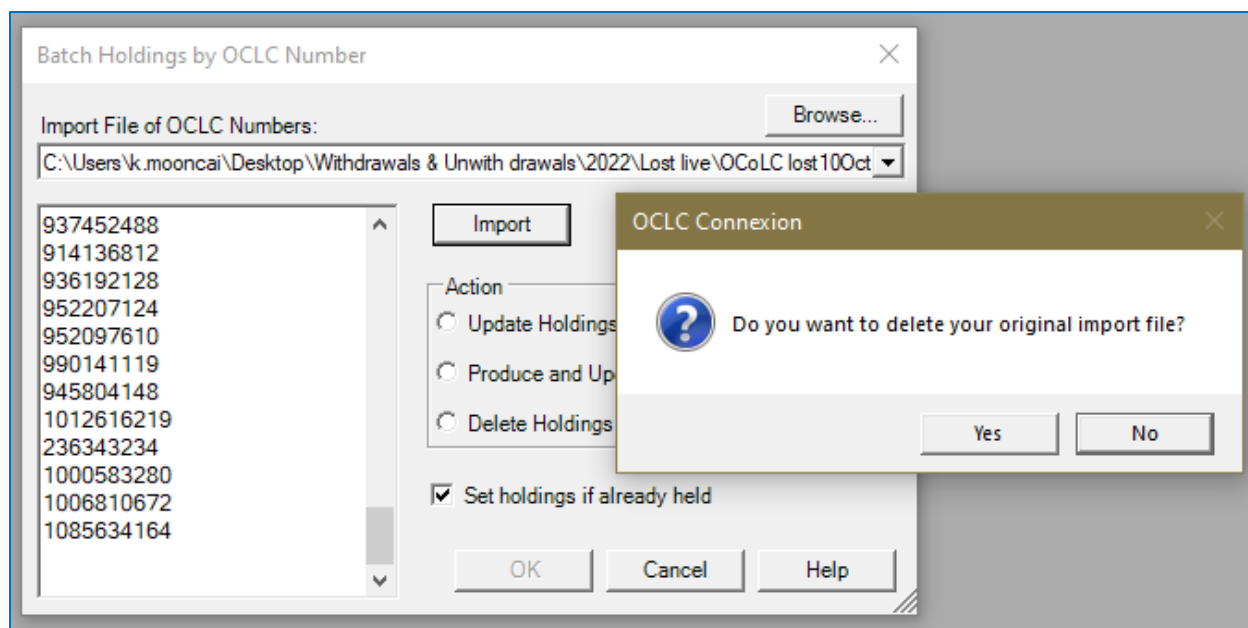
In the "Batch Holdings by OCLC Number" box, press "Browse" and find your file. Press "Import" and the "Do you want to delete your original import file?" window pops up. Press "No". The window will disappear.
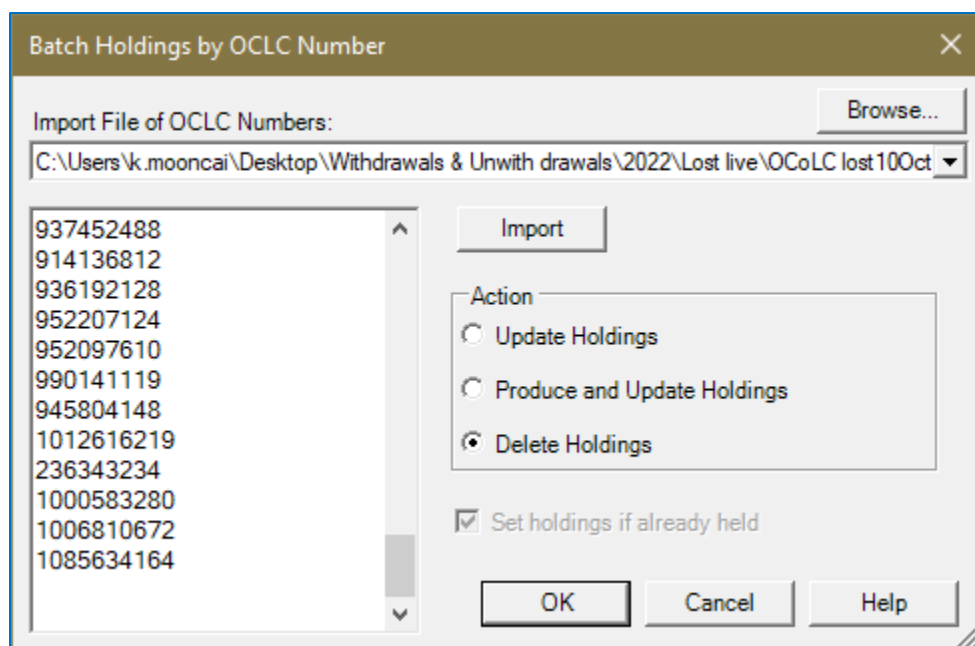


In the "Action" area, select "Delete Holdings" and press "OK". If you have a lot of holdings to delete, be patient. The job will be finished when a report pops up.

**Batch Holdings by OCLC Number Report**

| Session ID | cnxui22pxm1.prod.oclc.org-1680-l9j07ziu-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.