Withdrawing items in Alma

Note: In Alma-speak “withdrawing” and “deleting” are the same thing; there is no way to assign an item a “withdrawn” status as in Voyager

Perform a “Physical items” search by barcode (or title) to find the item to withdraw

Click on the ellipsis **[…]** on the right side for “more actions”

Choose **withdraw**

A confirmation message will pop up; click **confirm**

If the item is the last item attached to the holdings record, the last item dialog box will pop up with choices as to what to do with the holdings record. Choose **Delete bibliographic record (unless other holdings are present)**. This will delete the holdings record and the bibliographic record, unless there are other holdings attached to the bibliographic record. Click **Go**.

There is no need to record the OCLC record number (as we did with Voyager) because CARLI is now doing automatic OCLC synchronization updates which update our holdings in OCLC.