The default method for removing any item line for a fully cataloged record is to charge it to the BATCHWITH patron. This will shadow the item line in the public catalog. Systems periodically harvests these item lines, and removes the item line from IRIS. A sure way to know that a book has been cataloged is that there is a date in the Date Cataloged field in the control tab of the record. (Books not fully cataloged will have the Date Cataloged of NEVER.) While Systems is performing this function, any order records that are attached to the item line are moved or deleted. If the item is the last one in IRIS, Systems will also remove the record from any of our utilities (RLIN or OCLC). DTS will use this method for all withdrawals.

Item lines for books that are not fully cataloged (Date Cataloged field lists NEVER) may be deleted by DTS.

12/1/08  mt