

## WITHDRAWING SERIALS IN ALMA

Titles to be withdrawn will go to Rachel (with barcodes)

The holdings should first be suppressed.

Working with ONLY VC holdings, go into Metadata Editor:

- Tools

- Set Management Tags.

- Suppress from discovery

If a record had 1 Bib record, 1 holdings record and multiple items, sent the information to Rachel. She will have to take care of this title.

## ADD A NOTE (NON-PUBLIC) TO A HOLDINGS RECORD:

In Metadata Editor, go to holding record to edit.

On the 852 field, place the cursor after the call number

Press "F9" key to create \$\$

Type the note after the \$\$

SAVE