General Withdrawals Report (LTS Procedure #118)

Scope: *The General Withdrawals report is the summary of a batch-job that checks for withdrawn items (identified by the "w" in the subfield b of the 948 field). The report is run on a monthly basis for annual statistical record-keeping purposes, and lists the number of library items withdrawn, along with the collections they were withdrawn from.*

Contact: **Pedro** Arroyo

Unit: Post Cataloging Services

Last Reviewed: 9/15/2023 - WORKFLOW STILL BEING REVISED AND FINALIZED BY AUTOMATION TEAM.

Date of next review: October 2024

Steps:

- In a Web browser, navigate to the LS-Tools page (lstools.library.cornell.edu)
    - **Note**: may require 2-step log-in.
    - Under the heading "**Voyager Reporting Utilities**", click on **Execute a Report or Extract**
    - In the resulting list of jobs, click on **General Withdrawals Report (PR102)**
    - Add start/end dates of previous month (**format: yyyymmdd**)
    - Make sure that the "**Live Voyager**" button is **selected**.
    - Click "**Submit Job**".
    - An e-mail will be generated with the subject line "**General Withdrawals Report SUMMARY RC=0**" summarizing the number of volumes withdrawn, and the locations they were withdrawn from.

Also, Specification Document here: Report: General Withdrawals