New books not in SCF IZ (To be performed by the Shared Collections Supervisor only)

We have a project where we check for items that are missing a tray location from item call number and internal note 1. After making sure that they are not here, the bib records will get deleted.

Sometimes we get new books and they did have a bib record in SCF IZ that got deleted. So, we will need to restore them.

SCF IZ > Analytics > Access Analytics > Create > Analysis > Physical Items:

As you can see, four items were deleted from the SCF IZ. So, they need to be restored.

SCF IZ > Resources > Managed Deleted Repository

Manage Deleted Repository

Find *	Physical items ▼		
Search criteria *	MMS ID/PID ▼		Search

Copy Physical item ID from Analytics and paste into the box on the right in "Manage Deleted Repository".

Manage Deleted Repository

Find *	Physical items ▼		
Search criteria *	MMS ID/PID ▼	23333057970004617	Search

After the item information shows up, double check the title to make sure it matches to the book.

< Manage Deleted Repository   Cancel

Find *	Physical items ▼		
Search criteria *	MMS ID/PID ▼	23333057970004617	Search

1 - 1 of 1

1 **Barco de vela = Sailboat / Edward B. Fry.**
   Book (Book - Physical) By Fry, Edward Bernard, (Providence, R.I. : Jamestown Publishers, c1981.)
   Library: WRLC - Shared Collections Facility
   Call Number: PC4115 .F75 1981
   Call Number Type: Library of Congress classification
   Permanent Location: WRLC Storage Circulating
   Material Type: Book
   Copy ID: 0

   Deleted By: System
   Delete Date: 06/28/2023 12:43:36 EDT
   Create Date: 05/04/2021 19:00:22 EDT
   Deleted by job: 9179907610004617

   Restore

If the title matches then click on "Restore" to restore the bib record.

Confirm Restore

Restore:

- ℹ️ 1 bibliographic record
- ℹ️ 1 holdings
- ℹ️ 1 physical items
- ℹ️ 0 electronic portfolios
- ℹ️ 0 digital representations
- ℹ️ 0 digital remote representations
- ℹ️ 0 digital files
- ℹ️ 0 collections

Are you sure?

Cancel   Confirm

Click on "Confirm" then do the same steps for the next book if any.

When done, do the steps for new AU books: add "At WRLC waiting..." to Internal Note 1 field then sort and put them in trays.

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