



# 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:




Physical Item Details

 Barcode 

 Lifecycle 





 Physical Item Id 

Title

**Barcode Lifecycle Item ID**

Table

Barcode	Lifecycle	Physical Item Id
31194004527929X	Deleted	23333057970004617
31194005250273X	Deleted	23344947060004617
31194006274876X	Deleted	23332851380004617
31194011407024X	Deleted	23333048390004617

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.

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## Confirm Restore

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Restore:

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

Are you sure?

Cancel

Confirm

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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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Revision #4

Created 22 July 2024 13:35:56 by Tammy Hennig

Updated 22 July 2024 18:21:01 by Tammy Hennig