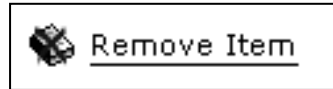


Remove Items

The Remove Item wizard guides you through the process of completely removing a title, call number, or item from the database. *Items cannot be removed if they have an open transaction (loan or fine).*

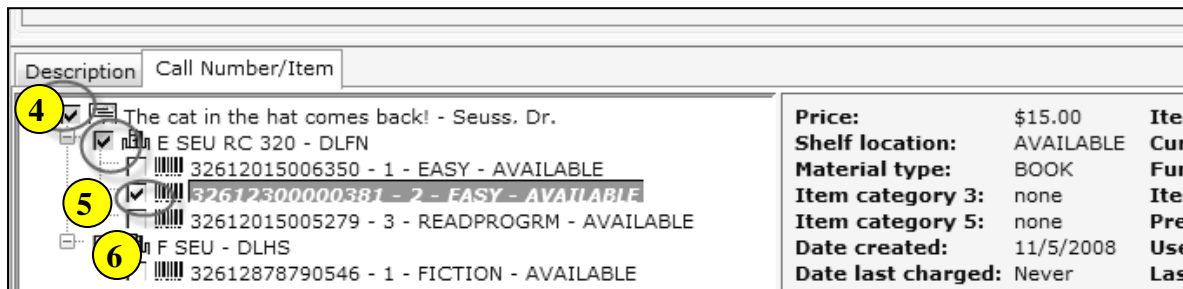
1. **Click** the Cataloging group wizard
2. **Click** the Remove Items wizard



3. **Search** for the title, call number, or copy(s) you want to remove.

NOTE: *The Call Number / Item tab displays a hierarchical structure (tree view) of the title, call numbers and items. To expand (click a plus sign) (MAC click ►▼) to collapse (click a minus sign).*

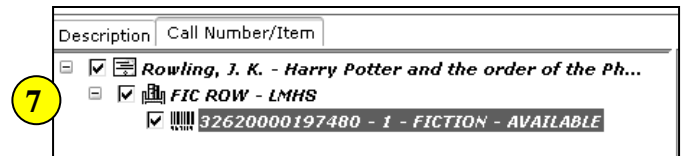
4. To delete the title and associated call numbers and items, **select** the check box next to the title you want to delete.



5. To delete the call numbers and associated items, **select** the check box next to the call number record you want to delete.

6. To delete an item, select the check box next to the item(s).

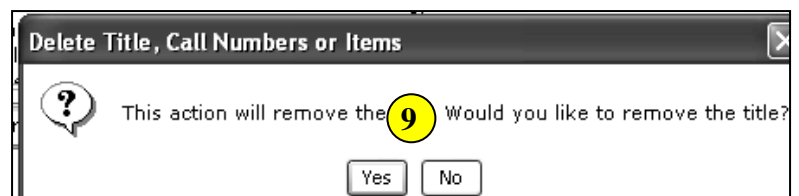
7. If the item is the LAST item on the record, all pieces will be checked to be deleted.



8. **Click** Delete button.



NOTE: *If this is the last (only) copy attached to the record, a warning that you are about to remove the title will appear.*



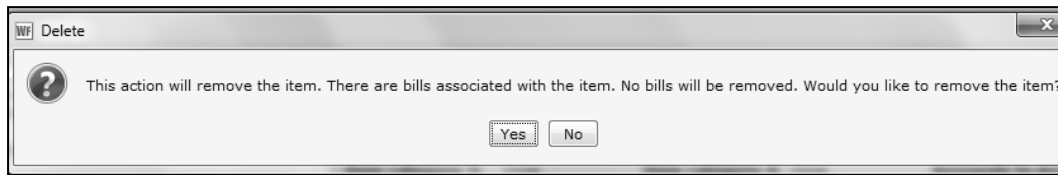
9. **Click** YES or NO.

NOTE: *Even if you select to remove all copies, the title and one call number, 0 copies will not be removed if permission has not been granted.*

Removal of item with open transaction

If item is still considered “checked out” to a patron (ie: Lost-Claim item, bill not paid) it cannot be removed until the transaction has been completed.

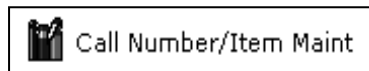
If item has been checked in, but has an open “bill” (fine or other bill), *item can be removed if desired*, bill will remain on the patron record. Title information will display in user record until bill has been paid. Item ID of a deleted item does NOT appear.



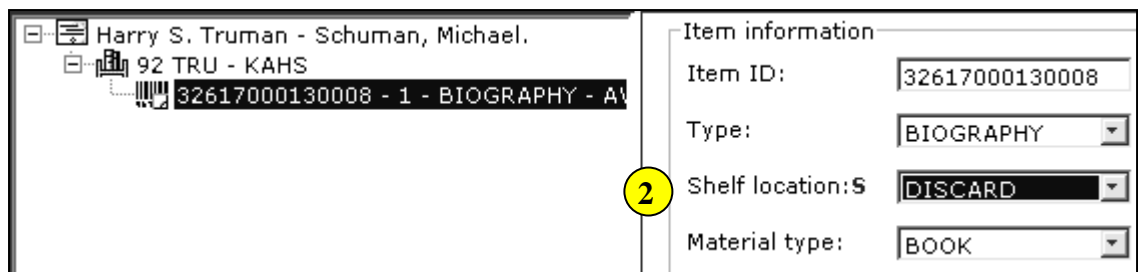
Other options for deleting items

If you delete an item with the Remove Item Wizard, you will not be able to include it in reports. Either of the following methods will allow you to run a report for items with the status of DISCARD so you have a record of items you are removing from your database. Once you are satisfied with the list, contact your ITC to delete all the DISCARD items for you.

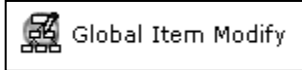
Call number and item maintenance



1. **Display** the item record you want to delete.
2. **Change** the item shelf location to DISCARD.
3. A small red S will appear next to the word DISCARD. This indicates that the item is now shadowed in the online catalog.



Global Item Modify



This is a quick and easy method if you are weeding a lot of items at once.

1. **Click** on the Global Item Modify wizard.
2. **Change** Shelf location to DISCARD.
3. **Scan** the items you want to discard.
4. **Contact** your ITC provider to mass-delete the DISCARD items.

Global Item Modify

Item ID: 2

Item Values to Modify

Item group:	»Will not be modified ▼	Shelf location:	DISCARD ▼	Material type:	»Will n
Funding source:	»Will not be modified ▼	Item library:	»Will not be modified ▼	Shadowed:	»Will n
Permanent:	»Will not be modified ▼	Circulate:	»Will not be modified ▼	Price:	\$

Note: For more detailed information or specific questions, use HELP wizard.