



## Batch Deletion of Items

### Batch Deletion Using *Global Item Modify* Wizard

7/13/2007

1. From the Cataloging wizard, select *Global Item Modify*. (Contact NCC if you do not have access.)
2. Use the drop down box next to *Shelf Location* and select DISCARD as the shelf location.

Global Item Modify

Item ID:

Item Values to Modify

Item group: >Will not be modified    Shelf location: DISCARD    Material type: >Will not be modified

Funding source: >Will not be modified    Item library: >Will not be modified    Shadowed: >Will not be modified

Permanent: >Will not be modified    Circulate: >Will not be modified    Price: \$

3. Scan your items into the *item ID* box. If entering barcodes manually, type the entire 14-digit barcode and press enter.

Global Item Modify

Item ID:

Item Values to Modify

Item group: >Will not be modified    Shelf location: DISCARD    Material type: >Will not be modified

Funding source: >Will not be modified    Item library: >Will not be modified    Shadowed: >Will not be modified

Permanent: >Will not be modified    Circulate: >Will not be modified    Price: \$

Title	Author	Call number	Copy	Item ID
Human experimentation : when re...	McCuen, Gary E.	001.4 MCC	1	30800020064195
The birth of writing	Claiborne, Robert.	001.54 CLA	1	30800000015423
The Joy of signing; The new illustr...	Riekehof, Lottie L.	001.56 R444J	1	30800000006083
Science looks at mysterious monstr...	Aylesworth, Thomas G.	001.9 A	1	30800000069743

4. Click the Close button or X out of the *Global item Modify : Identify ID* window; there's no need to save anything. Copy records are modified as soon as you scan them to shelf location : DISCARD and current status : DISCARD. Verify a few of the changes in Item Search/Display or Check Item Status to ensure that the edits were made.

5. You may determine the number of items for DISCARD and titles by generating the CAT: Shelflist from the INFOhio tab. From the item selection tab, be sure to include both a shelf location and item status of DISCARD. For complete instructions on running the CAT: Shelflist report, please see section 15.8.3a of the Sirsi Java Manual.
  
6. Send e-mail to [library-support@nccohio.org](mailto:library-support@nccohio.org) informing us of the approximate number of items (be sure to include the building) and indicating that it's OK to delete these items, here's an example:  
    We have deleted 161 books using Global Item Modify, please delete from the database.

You, in turn, will receive e-mail confirmation when the items have been deleted, and a report listing those items.