

Deleting items (batch deleting, long overdue/lost)

NOTE: Before deleting items in your catalog, please remember that we do not want you to delete an item from another library, so make sure that it does not belong to someone else.

When you find an item that you no longer want in your catalog, you can scan the barcode (or ISBN if needed) into the search bar to bring the record up.



Once you find the correct item, click edit on the right side of screen.

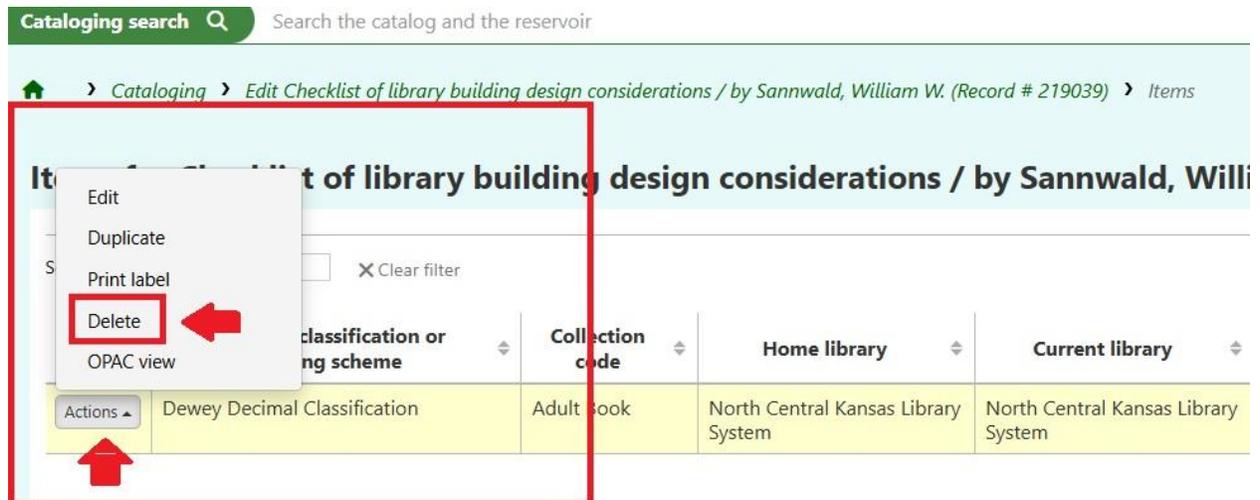
North Central Kansas Library System holdings (1) **Item groups** Descriptions (3) Acquisition details Images (0)

Show filters | Select all | Clear all

Columns Export Configure

Item type	Current library	Home library	Collection	Call number	Status	Last seen	Checkouts	Renewals	Date accessioned	Barcode	Spine label	
<input type="checkbox"/>	Book	North Central Kansas Library System	North Central Kansas Library System Professional Collection	Adult Book	R 727.8 Sannwald	Available	10/18/2024	0	0	10/18/2024	36502000153810	<input type="button" value="Print label"/> <input type="button" value="Edit"/>

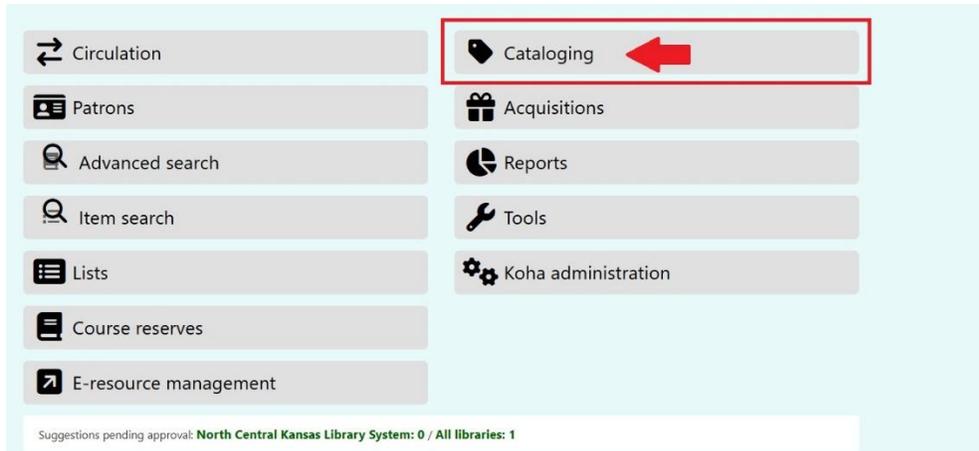
This will bring up a different screen. From here, you will need to first click on the 'actions' button and then select 'delete.'



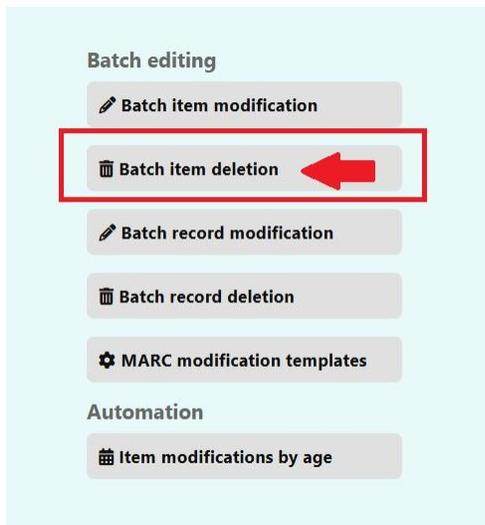
You will get a message asking if you are sure you want to delete the item. Make sure it is the correct one and if so, click 'ok.' The item is deleted.

Batch item deleting

If you are weeding your collection, you may want to batch delete to speed up the process. To do this, go to 'Cataloging' from the main page.



Choose 'Batch *item* deletion.'



You can then scan (or copy and paste) your item barcodes into the barcode box and click continue.

Batch item deletion

Use a file

Barcode file:

Item number file:

File: No file chosen

Or scan items one by one

Barcode list (one barcode per line):

12345
67891
01234
11223
12125

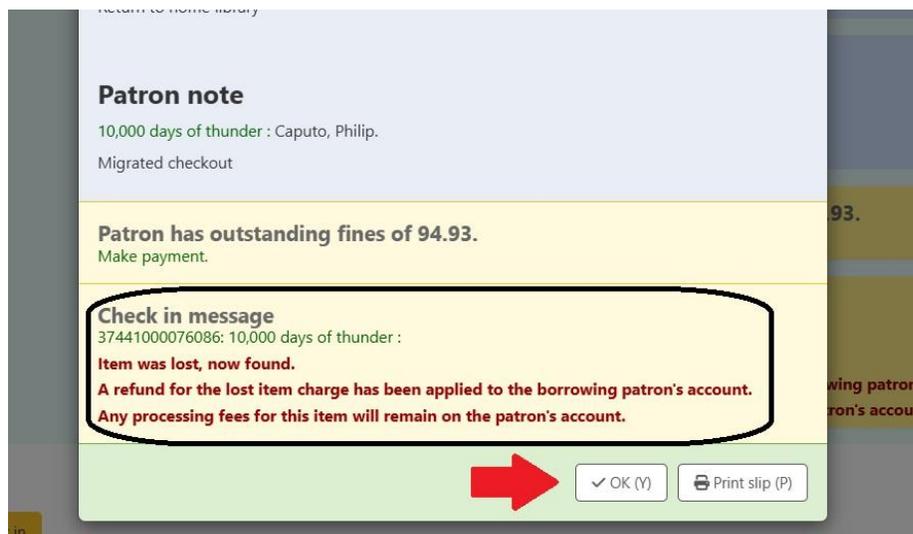
This will bring up another screen letting you know the job has been queued. The process usually should not take long to complete.

Deleting long overdue/lost books:

If you have books that have gone into lost status because of overdue checkouts, *you will need to check that item in before you can delete it.* If the book is lost and not checked out, you can skip the check-in step. You will likely need to copy and paste the barcode into the check-in module.

You will get a message stating that the item was lost, and a refund charge has been applied. **Please note that if you do not want the lost book fee removed from the patron account, then do not check them in.** Let NCKLS know that you want items deleted but not refunded, and we can help with that. If you do not want to charge the patron account, then go ahead and check the item in.

Here is what the screen will look like when you check it in.



Once the item is checked in, you can follow the previous steps to delete it (or batch delete if you have several items). We recommend scanning the barcode to take you directly to that item record. If there are multiple copies of the same item in the record, remember to make sure you are selecting **YOUR** item from the list. Your libraries' item will normally be highlighted, but it's never a bad idea to double-check.