### First, a note about the types of records:

#### Each record in M3 consists of two parts: The Bibliographic Record and the Holding Record.

The **Bibliographic record** is like a "master record" – it contains information like title, author, publisher, date of publication, etc. It can also contain call number, cutter, prefix, and barcode. You can have a single Bib record with multiple holdings, such as in a multi-volume set like an encyclopedia, where the title, author, publication, etc. is the same for all the volumes, but the volume number and barcode changes for each actual item.

The Holding record contains information specific to each item in your library – call number, cutter, prefix, and barcode, possibly a copy number or volume number. The holding is the part of the record that circulation uses to check items in and out, so the barcode MUST be contained in the holding record even if it's not in the Bib record. A holding record cannot exist without being attached to a bibliographic record.

When deleting items, you must determine whether you wish to delete the entire bibliographic record including the holdings or just a single holding and delete accordingly. For example, if you have multiple copies of a single book, and one of the copies is damaged and you wish to discard it, you would delete only the holding record with the barcode that corresponds to the book being discarded. If, on the other hand, you are discarding all copies of that book, you can just delete the bibliographic record and it will delete all corresponding holdings. In general:

- Deleting a bibliographic record also removes all that item's holdings. •
- Deleting a holding record does NOT remove the bibliographic record. •

## **DELETING A BIBLIOGRAPHIC RECORD**

Use Cataloging	
M3	
Cataloging <u>I. Deleting a Single Bibliographic Record</u>	🚰 M3 Cataloging
	<u>File</u> Edit View Help
1. From the Edit menu, choose Search.	Undo Find/Replace
(Or press Ctrl+S)	Search Ctrl+S
	Duplicate Ctrl+D
	Bibliographic       Holdings       Patrons
2. When the search dialog box comes up, type the title in the box <i>underneath</i> the words "Title." Click Search or press Enter.	Search Search Search Search Search Tor. Bibliographic Search Tor. Bibliographic Search Tor. Subject Search
Page 1 of 5	OR Title Inun also tites AND Author
-	Search Clear

$\backslash$	File F	Cataloging dt View Help					_ 8 ×	
3. A matching					SIRS	CATAL	RIN M3" 😼	front of the
record(s) you v	$\overline{\mathbf{n}}$	Title		Remaind	er Of Title	Autho	r	ct all.")
1 The sun also rises.		The sun also rises.				Hemingway, Erner	st, Scribner,	
	This upper pane contains the Bibliographic record.							
		Call Number Prefix	Classification Part	Item Part	Location	Sublocation	Barcode	
	1		Fic	Hem	KATZ	SCT	1KATZ0000030	
	2		Fic	Hem	KATZ	SCT	1KATZ00000200	
	1	This lower pane contains the Holding record(s).						
					Library	1 Bibliographic	2 Holdings	1

In the example above, you'll note that the single bibliographic record has two holdings attached; apparently the library has two copies of the book. If you wish to delete ALL copies of the book, select the bibliographic record in the top pane; if you wish to delete only one copy, select the holding that contains the barcode of the item you wish to delete in the **bottom** pane.

M3 Catalog 4. Click your RIGHT mouse button on a record and a menu Eile Edit View Help will pop up. Choose Delete Selected Records. Your record will turn red, indicating that it's been marked for deletion. Title Remainder 0 The sun also the Find Select All Deselect All 5. To truly get rid of the record entirely, you must purge it. Print Selected Records Click the right mouse button again to bring up the menu, but Purge Deleted Record this time choose Purge Deleted Records. If you wish to keep a list of items that you've deleted from your catalog, you must print the "Deleted Booklist" Call Number Prefs **Classification Part** Item Par Fic Hem 1 report in the Report Tool BEFORE you purge. Once the Fic Hem 2 records are gone, you cannot print a list of deletions - the

Page 2 of 5

system cannot find items that do not exist!

Note: If the item has any outstanding transactions against it, the system will not allow you to purge the record. You must first return the item(s), forgive any outstanding fines, and/or detach any messages that have been attached.

# II. Deleting Holding Records

	≓ X.3 Cataloging			
1. From the Edit menu, choose Search. <	<u>File</u> <u>Edit</u> <u>V</u> iew <u>H</u> elp			
(Or press Ctrl+S)	Undo Find/Replace			
	Search Ctrl+S			
	<u>D</u> uplicate Ctrl+D			
2. When the search dialog box comes up, u drop-down arrow to select "Holdings."	se the Bibliographic Holdings			
anop-down arrow to select indulings.	Patrons			
Search For: Holdings Bibliographic Anywhere Holdings Patrons	<b>3.</b> Type your barcode in the box <i>underneath</i> the			
OR Number local call	"Anywhere" box.			
AND X Anywhere	Search			
	Search For: Holdings			
Cauch	Anywhere			
Search Status Completed				
Search Status: Completed	OR V Number local call			
	AND  Anywhere			
	Search			
	3 Cataloging			
Ess	Ede ymw lleo SIRS Mandarin M3"			
Note that when you search by	CATALOGING 2			
holdings the Holding records appear	Fic Hem KATZ SCT 1KAT200000030			
in the top pane, while the				
bottom nane				
bouom pune.	This upper pane contains the Holding			
	record(s).			
4. Use your left mouse button to click				
select it for deletion.	Title Remainder Of Title Author			
	This lower pane contains the Bibliographic record			
	Bionographic record.			
Page 4 of 5	Deum 1 Holfore 1 Bibliore arkin			



Note: If the item has any outstanding transactions against it, the system will not allow you to purge the record. You must first return the item(s), forgive any outstanding fines, and/or detach any messages that have been attached.

## Hints for deleting multiple items:

- You can bring up a list of all items in your catalog by typing an asterisk (\*) in the search box under "Anywhere" (Holdings Search) or under "Title" (Bibliographic Search). Then click on the "Title" or "Barcode" header (or anything else by which you wish to sort) and it will sort the items alphabetically or numerically to make it easier to find them.
- You can place a check mark in front of multiple records and right click just once to mark them all for deletion and/or purge them all at once.
- See the "Hitfile" document for steps on creating a hitfile using Cataloging & Microsoft Word.