
Deleting Bibliographic or Holding Records

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

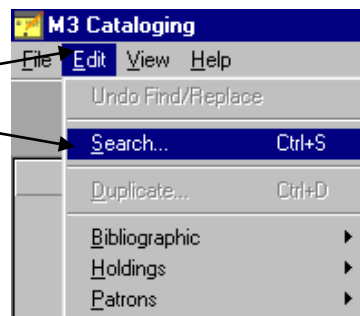
Use Cataloging



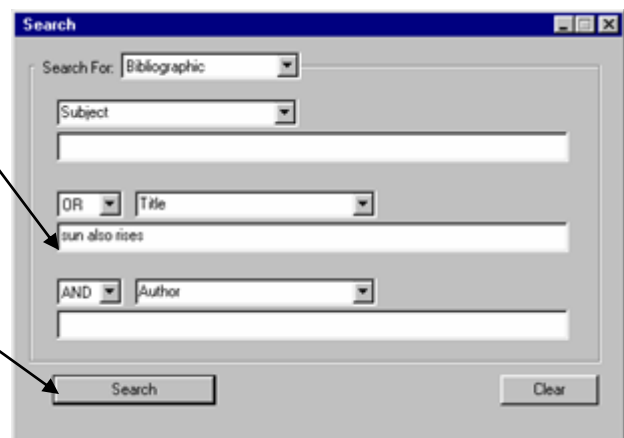
M3
Cataloging

I. Deleting a Single Bibliographic Record

1. From the Edit menu, choose Search.
(Or press Ctrl+S)



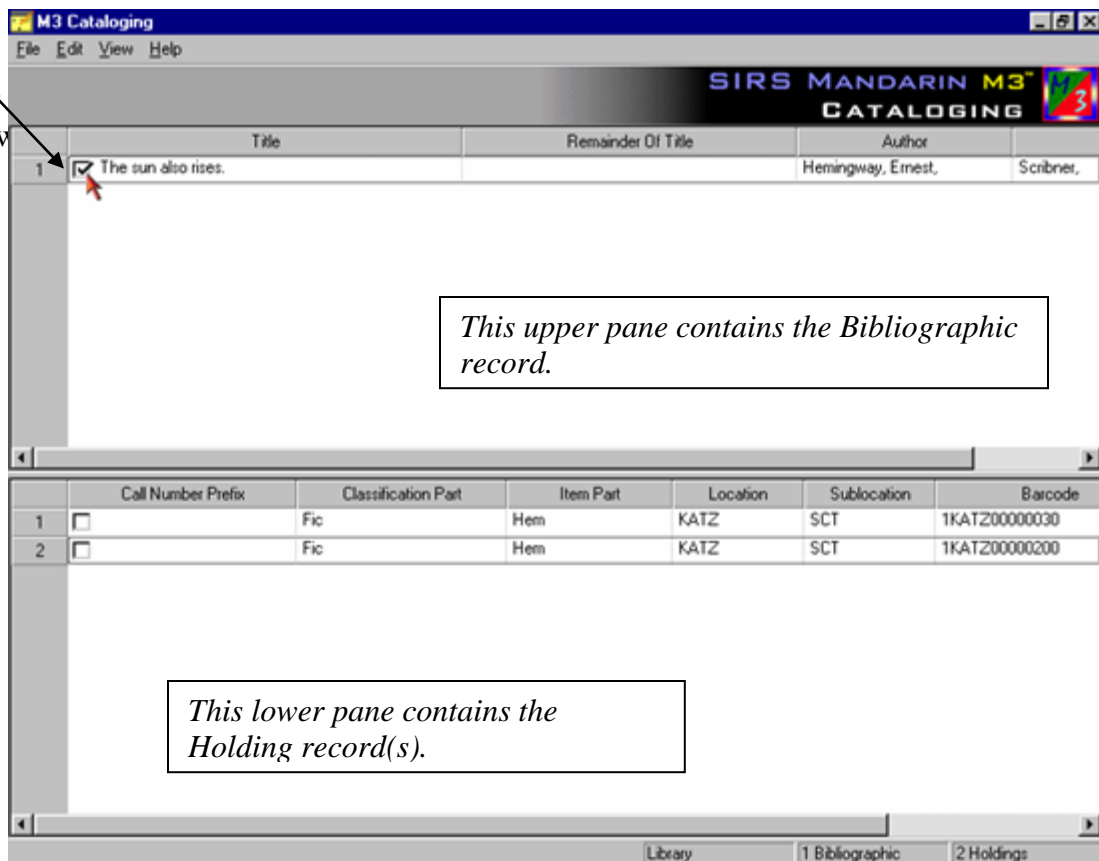
2. When the search dialog box comes up, type the title in the box *underneath* the words “Title.” Click Search or press Enter.



book

3. A matching record(s) you v

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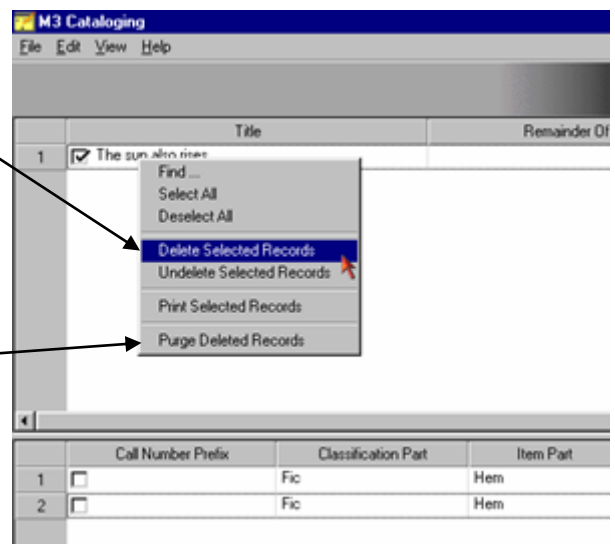


In the example above, you'll note that the single bibliographic record has two holdings attached; apparently the library has two copies of the book. If you wish to delete ALL copies of the book, select the bibliographic record in the top pane; if you wish to delete only one copy, select the holding that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

4. Click your RIGHT mouse button on a record and a menu will pop up. Choose Delete Selected Records. Your record will turn red, indicating that it's been marked for deletion.

5. To truly get rid of the record entirely, you must purge it. Click the right mouse button again to bring up the menu, but this time choose Purge Deleted Records.

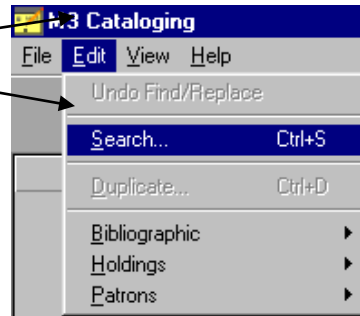
If you wish to keep a list of items that you've deleted from your catalog, you must print the "Deleted Booklist" report in the Report Tool BEFORE you purge. Once the records are gone, you cannot print a list of deletions – the system cannot find items that do not exist!



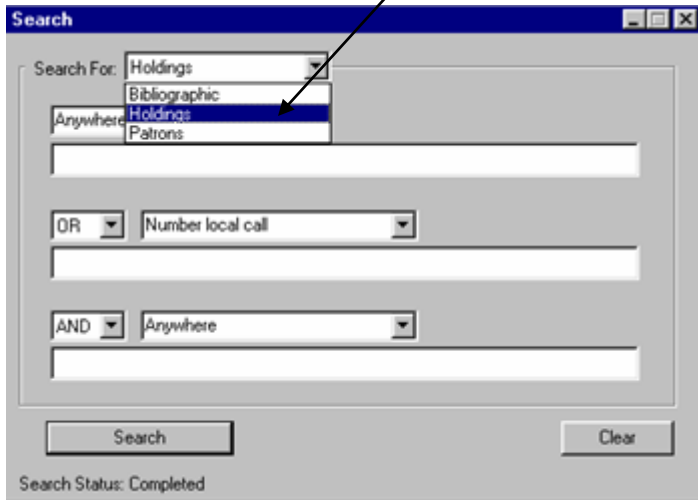
Note: If the item has any outstanding transactions against it, the system will not allow you to purge the record. You must first return the item(s), forgive any outstanding fines, and/or detach any messages that have been attached.

II. Deleting Holding Records

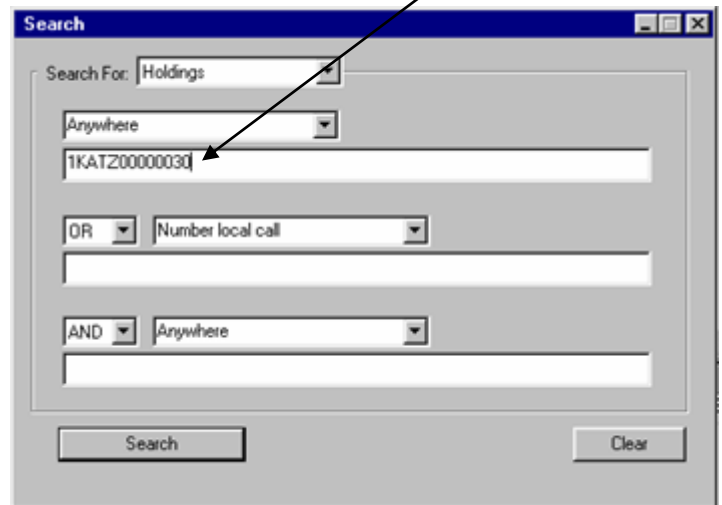
1. From the Edit menu, choose Search.
(Or press Ctrl+S)



2. When the search dialog box comes up, use the drop-down arrow to select "Holdings."

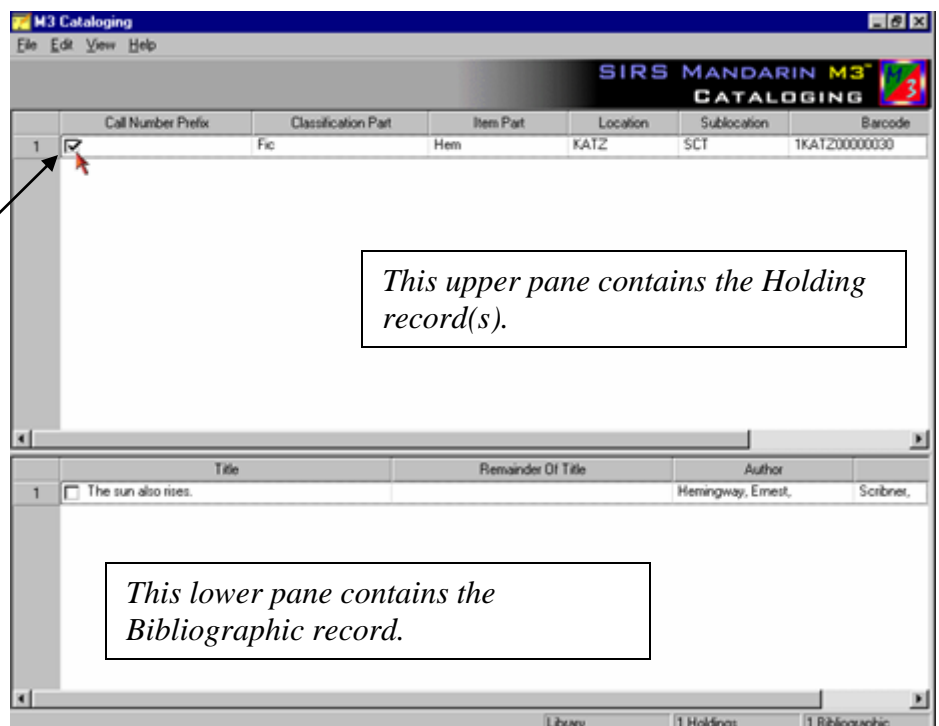


3. Type your barcode in the box underneath the "Anywhere" box.



Note that when you search by holdings the Holding records appear in the top pane, while the Bibliographic records appear in the bottom pane.

4. Use your left mouse button to click in the box in front of a record to select it for deletion.

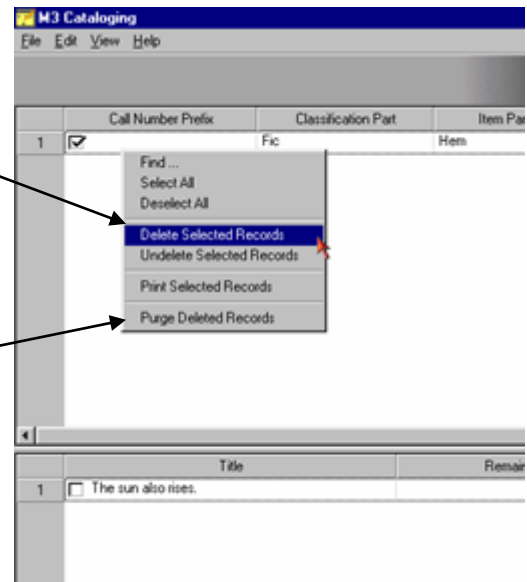


This upper pane contains the Holding record(s).

This lower pane contains the Bibliographic record.

5. Click your RIGHT mouse button on any record and a menu will pop up. Choose Delete Selected Records. Your record will turn red, indicating that it's been marked for deletion.

6. To truly get rid of the records entirely, you must purge them. Click the right mouse button again to bring up the menu, but this time choose Purge Deleted Records.



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.