

Workflows How-To Delete/Discard an Item

Instead of actually deleting items, you will be changing their Home Location to DISCARD. **Every Sunday night, the system will run a report to actually delete the items from Unicorn.** Therefore, if you accidentally set something to discard, you can easily reinstate it (before the next Sunday evening when they are officially deleted from the system) by changing the Home Location back without losing any history on the item.

If you have additional questions, please contact:

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How to Delete/Discard an Item:

1. In the Cataloging toolbar, under the Item Maintenance wizard group, Select the **Global Item Modification Wizard**
2. Accept default properties by clicking OK
3. Set **Home Location** to DISCARD
4. **Scan barcodes** of items to be discarded

OR:

1. In the Cataloging toolbar, click the **Call Number and Item Maintenance Wizard**
2. Accept default properties by clicking OK
3. Search for the item
4. On the item information screen **Verify** the Item ID (Barcode) to be certain that you are discarding the correct item.
5. Change the **Home Location** to DISCARD
6. Click **Save**

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