

# Deleting Records (LTS Procedure #135)

**Scope:** *This procedure contains instructions for deleting authority, bibliographic, holdings, and item records from FOLIO, as well as for deleting Cornell holdings from OCLC WorldCat. Only staff with the appropriate authorizations will be able to delete records.*

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## Authority Records

- Local Authority Records
- NACO Authority Record

## Bibliographic Records

- General Considerations
- To Delete a BIB Record

## Holdings Records

### Item Records

- Deleting COO Holdings from OCLC
- General Considerations
- Deleting Holdings from WorldCat Manually

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## Authority Records

### A. Local Authority Records

1. Send requests to delete local authority records (which lack 010 fields and contain 040 \$a NIC \$c NIC) to the [Authorities Metadata Librarian](#).

### B. NACO Authority Records:

1. Send requests to delete authority records from the national file to the [CUL NACO Coordinator](#).

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## Bibliographic Records

### A. General Considerations

1. Records cataloged in FOLIO have holdings set in OCLC and our bibliographic ("COO") holdings must be deleted from WorldCat whenever the FOLIO Instance record is deleted or suppressed from the public catalog.

2. Deleting our bibliographic holdings from WorldCat will be done automatically overnight under either of 2 conditions.

- Bib record is suppressed and leader position 5 equals "d".
- Bib record is suppressed with 948 withdrawal statistic present with today's date.

3. Our OCLC holdings will not be deleted overnight when more than one unsuppressed FOLIO bib has the same OCLC master number.

4. If holdings are better represented on another OCLC master number, then holdings must be removed manually from the previous OCLC number and added to the new master record manually.

### B. To Delete a BIB Record

1. Delete Item and Holdings records associated with the BIB record.

2. Uncataloged records:

Display the BIB.

Type **[alt] r d** to delete the record.

Click on **YES** to confirm the deletion.

3. Cataloged records (except duplicates with the same OCLC master number):

Display the BIB.

Set **Leader / Record Status** to **d**.

Type **[alt] s p** to suppress the record from OPAC display.

Type **[control] b** to save the record to the database.

An automated program will delete our holdings from OCLC overnight and remove the records from Voyager the next day.

#### 4. Cataloged records (duplicates):

Display the BIB to be deleted.

Add 995 \$a NoEx

Set **Leader / Record Status** to **d**.

Type **[alt] s p** to suppress the record from OPAC display.

Type **[control] b** to save the record to the database.

An automated program will remove these records from Voyager monthly.

**Note:** *When deleting a duplicate record from Voyager, verify that the record to be retained contains an 035 field with the correct OCLC number, if that information is readily available.*

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### Holdings Records

Delete Item records associated with the Holdings record. If you cannot delete the items, you will not be able to delete the Holdings.

The steps for deleting a Holdings record are outlined [here](#)

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### Item Records

The steps for deleting an Item record are outlined [here](#)

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## Deleting COO Holdings from OCLC

### 1. General Considerations

Records cataloged in FOLIO have had holdings set in OCLC and our bibliographic (COO) holdings must be deleted from WorldCat whenever the FOLIO BIB record is deleted or suppressed from the OPAC. (**Exception: When the OCLC master number in FOLIO is present in multiple FOLIO bibs then do not remove our holdings from OCLC.**)

### 2. Deleting Holdings from WorldCat Manually

1. "Deleting" records from OCLC means removing Cornell's holdings symbol("COO") from the master record, not removing the master record itself.
2. If the Voyager BIB is formatted as described directly above in A.2, then our holdings will be removed from OCLC automatically overnight.
3. To remove our holdings manually from WorldCat:

Please check to make sure that OCLC number is not present on any other Voyager bib.

Log on to OCLC using an update account.

Display the bibliographic record from which you wish to delete Cornell's holdings.

From the **Action** menu, click **Delete holdings** or use **[Shift] F8**.

For more information, see Delete Holdings on the **OCLC Help** menu.