How can I delete holdings?

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Applies to

- Connexion client
- Connexion browser

Answer

1. Logon to Connexion (either the client or browser version) using your Cataloging Authorization.
2. Search for the item to bring up its record.
3. Select **Action > Holdings > Delete Holdings**.
4. The system asks you to confirm that you want to delete holdings. Click **OK** to remove your holdings.

Additional information

This is more fully documented in older documentation. Individual title holdings deletion is covered on page 33 of *Take Actions on Bibliographic Records*. There is also a process for deleting holdings in batch. Batch deletion in Connexion client is covered on page 10 of *Batch Processing in the Client: Overview*.

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