Delete WorldCat bibliographic records

Overview

You can delete your library's bibliographic records if the following conditions are true:

- The bibliographic record:
  - Was created by the same institution (check 040 $c).
  - Is not held by your own or other institutions.
  - Has no local holdings records from own or other institutions linked to it.
• Has no local bibliographic data records from own or other institutions linked to it.

Conditions to meet before deleting a bibliographic record - Image

- The user deleting the bibliographic record has the Cataloging Full role.

Delete a bibliographic record

1. Confirm that the record meets all conditions for deletion.
2. From the MARC 21 editor, click Record > Delete.
3. From the Delete the Bibliographic Record dialog, click Delete. The bibliographic record is removed from the system.