How do I delete a collection from Digital Collection Gateway?

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Applies to

• Digital Collection Gateway

Answer

If you only want to delete a collection from the Digital Collection Gateway, but not the items in that collection from WorldCat please do the following:

1. Understand that deleting a collection without deleting the item means that if you sync the items back through the Digital Collection Gateway in a different collection, the items will duplicate with those that already exist in WorldCat.
2. At the bottom of the Manage Account screen, you will need to make sure the collection is inactive.
3. Return to the Home screen and open the Inactive Collections accordion.
4. For the collection you wish to delete, select Delete under the Collection Profile column.
5. The collection is now deleted.

If you wish to delete both the collection from the Digital Collection Gateway, and the items in that collection from WorldCat you will need to contact OCLC Support and provide the following:

• Your username used to access the Digital Collection Gateway
• A list of the OCLC numbers for the titles in the collection you wish to delete.

OCLC Support will need to first delete the items in the collection from WorldCat before the collection itself can be deleted. This is to ensure the items do not duplicate in both WorldCat and your Digital Collection Gateway reports. While the items are being removed from WorldCat, the collection can be made inactive:

1. At the bottom of the Manage Account screen, you will need to make sure the collection is inactive.
2. Return to the Home screen and open the Inactive Collections accordion to verify the collection is now inactive.