Mass delete unused authorities

Learn how to mass delete unused authorities in Amlib.
Caution: Most of these options should be used in conjunction with advice from Amlib Support.

1. Launch the Amlib client
2. Go To Main > Authorities > MarcTagMaintenance – the Marc Tag Maintenance screen will display:

   ![Marc Tag Maintenance Screen](image)

   1. Choose the Marc Tag Maintenance Task: select **Mass Delete all Unused Authorities**
   3. Click the Select Tags... button alongside field 2 – the Select Tag(s) screen will display:
5. Select the Marc Tag(s) to which to apply the task (click the **Select All** button to choose all Tags) and click the **OK** button.

6. Click the **Options...** button alongside field 3 – the Authority Mass Delete screen will display:
7. Select the Delete Option (Levels 1 – 3) and click the OK button
   - See table below for more information about the deletion levels

8. The 4. New subfield type box will be greyed out
9. Click the F3 Start button to begin the task process – once the process is completed a prompt will display how many Authority records were deleted:
   The XXX Authorities have been processed and XXX Authorities have been deleted.
10. Click the **OK** button

### EXAMPLE – WILL THE TERM BE DELETED?

<table>
<thead>
<tr>
<th>Term</th>
<th>Usage</th>
<th>Level 1:</th>
<th>Level 2:</th>
<th>Level 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cats</td>
<td>0</td>
<td>Only Authorities that have never been used on your database will be deleted. Therefore subject headings that have been used as a See, See also, RT, NT etc. will not be deleted</td>
<td>Will delete Authorities that are not attached to a Catalogue record but will retain Authorities where one of the references (NT, BT etc.) is attached to a Catalogue record</td>
<td>Will delete any Authority that is not directly attached to a Catalogue record</td>
</tr>
<tr>
<td>Cats</td>
<td>0</td>
<td><strong>N</strong>: The heading is used by the system by having a cross reference</td>
<td><strong>Y</strong></td>
<td><strong>Y</strong></td>
</tr>
<tr>
<td>NT Kittens</td>
<td>0</td>
<td><strong>N</strong>: Neither term will be deleted (the Cats)</td>
<td><strong>Y</strong></td>
<td><strong>Y</strong></td>
</tr>
</tbody>
</table>

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https://help.oclc.org/Library_Management/Amlib/Authorities/Mass_deleteUnusedAuthorities

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**EXAMPLE – WILL THE TERM BE DELETED?**

<table>
<thead>
<tr>
<th></th>
<th>N</th>
<th>Y</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cats</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>NT Kittens</strong></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Term</strong></td>
<td>Kittens</td>
<td>Cats</td>
</tr>
</tbody>
</table>

- **N**: Neither term will be deleted. **Kittens** will remain (the heading is being referenced by a catalogue record through the cross reference).
- **Y**: The term **Kittens** will be deleted. **Cats** will remain (the heading is being directly referenced by a catalogue record).

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<table>
<thead>
<tr>
<th></th>
<th>N</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cats</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>NT Kittens</strong></td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

- **N**: Both headings are being directly referenced by a catalogue record.