Delete items

Find information about deleting single-part and multipart items in WorldShare Circulation.

**Single-part items**

Find information about deleting single items.

**Open the Copies screen**

1. Using Discover Items, find an item you want to add to your holdings or edit.
2. On the search results screen, click the item's title.
3. If the Copies screen does not appear, click Copies in the upper right corner.

**Delete item**

1. On the Copies screen, in the row for the item you want to delete, click View/Edit.
2. On the Item Details screen, in the upper right corner, click Delete.

After an item is deleted, its status in WMS is Withdrawn. Items deleted from WMS will not display to the public, but will stay in the system based on the time configured in OCLC Service Configuration (WMS Circulation > Admin/General > Deleted Items). For more information, see Deleted Items.

- A withdrawn, barcoded item will only be deleted by WorldShare Circulation per your library’s Deleted Items policy if the item’s previous status was Available, Unavailable, Missing, Lost, Claimed Never Had, or Claimed Returned. If an item is in any other status, you must check it in at its holding location to release the item.

For more information on statuses, see Item statuses.

**Delete multiple local holdings records from a search results list**

**Note:**

- You can only delete LHRs from the results list of a barcode index search. Selecting records from the results lists of other index searches (e.g., location, reproduction policy, etc.) will not activate the Delete Barcodes action.
- You can enter up to 100 barcodes; however, you need to leave a space between each barcode entry. The system interprets this space as the Boolean OR between each barcode.
- If you delete the last LHR associated with a bibliographic record, your OCLC holding symbol will be removed from the record.

1. From the Data Type drop-down list, select Local Holdings Records.
2. From the Scope drop-down list, select **My LHRs**.
3. From the Index drop-down list, select **Barcode**.
4. In the Term(s) text field, enter the **barcode(s)**.
5. Click **Search**.
6. **(Optional).** Filter your search results.
7. Select **one or more LHRs** that you want to delete.
   
   Note:
   
   ◦ You can delete up to 100 local holdings records at a time.
   ◦ The Select All box (upper-left corner of results table) only selects the records on the current page. To expand the number of records on a page, select 20, 50, or 100 from the Rows drop-down list.
8. Select **Delete Barcodes** from the Actions drop-down menu.
9. From the Delete Selected Barcodes from the LHR dialog, click **Delete**. The selected LHRs are deleted and removed from their respective bibliographic records.

**Multipart item**

Multipart items are composed of multiple items. Example: Encyclopedias, music or video boxed sets.

Use Discover Items to search and click the item's title.

**Delete multipart item**

1. To find the items in a set, on the Copies screen, click the row for the set containing the item you want to edit. The items in the set appear under Holdings for Selected Copy.
2. Under Holdings for Selected Copies, for the item you want to edit, click **View/Edit**.
3. On the Multipart Item Details screen, in the upper right corner, click **Delete**.
4. On the Delete Multipart Item window, click **Delete**: the Copies screen displays.

After an item is deleted, its status in WMS is Withdrawn. Items deleted from WMS will not display to the public, but will stay in the system based on the time configured in **OCLC Service Configuration** (WMS Circulation > Admin/General > Deleted Items). For more information, see **Deleted Items**.

- A withdrawn, barcoded item will only be deleted by WorldShare Circulation per your library's **Deleted Items** policy if the item's previous status was Available, Unavailable, Missing, Lost, Claimed Never Had, or Claimed Returned. If an item is in any other status, you must check it in at its holding location to release the item.

For more information on statuses, see **Item statuses**.