Discover how to update a note field in an existing 500 or 590 field by deleting a subfield in the LBD record.

**Delete subfield in 500 field**

1. Navigate to Record Work Lists > LBD and then click the Record Work List ID from which you want to delete a subfield in the 500 field.
2. From the LBD - Record Work List screen, select Base Script from the Edit Action drop-down list.
3. Select Delete Subfield In 500 Or 590 Field from the Script Name drop-down list.
4. Select 500 from the Field drop-down list.
5. Select a subfield from the Subfield drop-down list.
   a. $a - General note
   b. $3 - Materials specified
   c. $5 - Institution to which field applies
6. Select whether you want to Find Matching Text before Deleting Subfield. If Yes, complete the following:
   a. Select a matching option from the Matching Options drop-down list.
      i. Begins with
      ii. Contains (default)
      iii. Ends with
      iv. Equals
   b. (Optional) For Capitalization, select Match Case to ensure that found text matches the letter case of the note text entered in the Find This Content form field.
   c. Enter the note text in the Find This Content form field.
7. Select the LBD record(s) from which you want to delete a subfield.
   Note:
   ◦ To select all records on the current page of results, select the check box at the top of the table.
   ◦ To select all records in the work list, click Actions > Edit > All Target Records.
8. (Optional) Preview selected records with the script change.
   a. Select up to 25 records to which you want to apply the script change.
   b. Click Actions > View Selected Record(s) > Preview Record(s) after Edit Action Applied. The View LBDs - Preview Record(s) after Edit Action Applied screen displays the selected records after the script change including any validation errors.
   c. Click View Current Record(s) to view the selected records in their current state. From the View LBDs - Current Record(s) screen, click Preview Record(s) after Edit Action Applied to return to the View LBDs - Preview Record(s) after Edit Action Applied screen.
   d. Once you have confirmed the script changes appear as expected, click Go Back.
   e. (Optional) Select a different set of records (up to 25) and repeat steps a through d.
9. Click **Actions > Edit > Selected Target Records**.

10. Click **Apply** in the Apply Script dialog window. The script running process is asynchronous. The time it takes to run varies depending on how many records you are editing. While the process is running, you can perform other actions in Record Manager outside of LBD Records tab in the Record Work Lists screen.

    A confirmation message appears identifying how many records successfully updated or failed to update when the script has finished running.

### Delete subfield in 590 field

1. Navigate to **Record Work Lists > LBD** and then click the **Record Work List ID** from which you want to delete a subfield in the 590 field.

2. From the LBD - Record Work List screen, select **Base Script** from the Edit Action drop-down list.

3. Select **Delete Subfield In 500 Or 590 Field** from the Script Name drop-down list.

4. Select **590** from the Field drop-down list.

5. Select a subfield from the Subfield drop-down list.
   a. **$a** - Local note
   b. **$3** - Materials specified

6. Select whether you want to Find Matching Text before Deleting Subfield. If **Yes**, complete the following:
   a. Select a matching option from the Matching Options drop-down list.
      i. **Begins with**
      ii. **Contains** (default)
      iii. **Ends with**
      iv. **Equals**
   b. *(Optional)* For Capitalization, select **Match Case** to ensure that found text matches the letter case of the note text entered in the Find This Content form field.
   c. Enter the **note text** in the Find This Content form field.

7. Select the **LBD record(s)** from which you want to delete a subfield.

   **Note:**
   ◦ To select all records on the current page of results, select the **check box** at the top of the table.
   ◦ To select all records in the work list, click **Actions > Edit > All Target Records**.

8. *(Optional)* Preview selected records with the script change.
   a. Select up to 25 records to which you want to apply the script change.
   b. Click **Actions > View Selected Record(s) > Preview Record(s) after Edit Action Applied**. The View LBDs - Preview Record(s) after Edit Action Applied screen displays the selected records after the script change including any validation errors.
   c. Click **View Current Record(s)** to view the selected records in their current state. From the View LBDs - Current Record(s) screen, click **Preview Record(s) after Edit Action Applied** to return to the View LBDs - Preview Record(s) after Edit Action Applied screen.
   d. Once you have confirmed the script changes appear as expected, click **Go Back**.
   e. *(Optional)* Select a different set of records (up to 25) and repeat steps a through d.

9. Click **Actions > Edit > Selected Target Records**.
10. Click **Apply** in the Apply Script dialog window. The script running process is asynchronous. The time it takes to run varies depending on how many records you are editing. While the process is running, you can perform other actions in Record Manager outside of LBD Records tab in the Record Work Lists screen.

A confirmation message appears identifying how many records successfully updated or failed to update when the script has finished running.

**Find a failed record**

If a record failed to update, the confirmation message provides a status.

To locate the failed record:

1. Select **Included Status(es)** from the Filter by drop-down list.
2. Select the **status of the failed record** from the drop-down list.
3. Click **Apply Filter(s)** to locate the failed record.