Replace an LHR or delete local holdings

Learn how to replace and delete a local holdings record or delete all of your local holdings records.

Replace a local holdings record

1. Retrieve an existing local holdings record that you need to revise and then replace in WorldCat.
2. Edit the record to add, change, or remove holdings information for the item.
3. If appropriate, apply local holdings constant data to the record.
   ◦ On the Edit list click Apply Default CD (or press <Alt><K> and then <C>) to apply your default LH constant data.
   Or
   ◦ On the Edit list click Apply CD By Name (or press <Alt><K> and then <5>) or Apply CD From List (or press <Alt><K> and then <6>) to apply a specific constant data record.
4. Review information in the Summary field of the LHR. If your revisions affect your institution's overall holdings for the item, edit the Summary to reflect the changes.
5. (Optional). Validate the edited record to identify any errors. Correct the record if necessary so that it passes validation. On the Edit list, click Validate Record or press <Alt><K> and then <V> (or press <Alt><J> and then <V>).
   Note: Connexion validates the record automatically when you take the Replace Record action.
6. On the Action list, click Replace Record or press <Alt><K> and then <A> (or press <Alt><J> and then <A>). The system asks you to confirm that you want to replace the local holdings record.
7. Click OK to replace the record.
   Or
   Click Cancel to resume editing the record.

Results
   ◦ Connexion validates the record. If the system reports validation errors, correct them and try again to replace the record.
   ◦ When the record is valid, Connexion replaces the record in WorldCat.
   ◦ The replaced record reappears in display mode.

Options for deleting LHRs and your holdings symbol

• Delete Holdings. From a bibliographic record, you can take the Delete Holdings action to remove your institution's symbol from a bibliographic record.
   ◦ If you attempt to remove your institution's symbol from a bibliographic record to which you have linked LHRs, Connexion reminds you that LHRs are attached and asks if you want to delete both the LHRs and your institution's symbol.
   ◦ Respond Yes to delete the LHRs and remove your holdings symbol. Respond No to cancel the action.
   Connexion cannot remove your symbol unless you confirm that you want to delete attached LHRs.

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• **Delete Local Holdings.** From a local holdings record, use the **Delete Local Holdings** action to delete the LHR you are viewing.
  ◦ When the LHR you delete is the last your institution has attached to the bibliographic record, Connexion asks you whether you want to delete your institution's symbol as well.
  ◦ Respond **Yes** to remove your institution's symbol. Respond **No** to keep your symbol attached to the record.
• The next section explains how to delete a single local holdings record.
• The section titled **Delete all local holdings** explains how to delete all your LHRs and delete your symbol with a single command.

**Delete a local holdings record**

1. Retrieve an existing local holdings record that you want to delete.
2. On the Action list, click **Delete Local Holdings** or press `<Alt><K>` and then `<X>` (or `<Alt><J>` and then `<X>`). The system asks you to confirm that you want to delete the local holdings record.
3. Click **OK** to delete the record.
   Or
   Click **Cancel** if you decide to keep this LHR

**Results**

◦ **Not the last LHR.** If you have other local holdings records linked to the bibliographic record, Connexion deletes the record. The record reappears in display mode, with a message confirming that it has been deleted.

◦ **Last LHR.** If you delete your last LHR linked to the bibliographic record, Connexion deletes the record and then asks whether you want to remove your institution's holdings symbol from the bibliographic record.
  ▪ Click **Yes** to remove your institution's symbol.
    ▪ If you select **Yes**, Connexion removes your symbol. The bibliographic record appears with a confirmation message at the top. In the record, the holdings statement indicates that your institution has no holdings.
  ▪ Click **No** to keep your holdings symbol linked to the bibliographic record.

**Delete all local holdings**

• If you know that you need to delete all your local holdings records for an item, and also remove your institution's symbol, you can complete both tasks by taking the **Delete All Local Holdings** action.

• You can take this action from the bibliographic record or from an associated Group Summary or Institution Summary.

1. Open the bibliographic record from which you want to delete all local holdings records and remove your institution’s symbol.
   Or
   Display a Group Summary or Institution Summary of local holdings for the item.
2. **From the bibliographic record.** On the Action list, click **Delete All Local Holdings** or press `<Alt><K>` and then `<->` (hyphen) (or press `<Alt><J>` and then `<->`).
   Or
   **From a Group Summary or an Institution Summary.** On the Action/Sort list, click **Delete All Local Holdings**.

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Results
Above the record or summary, Connexion asks you to confirm whether you want to delete all your LHRs and whether you also want to remove your institution's holdings symbol.

3. Confirm or cancel the action:
   - **Delete all LHRs and holdings symbol.** Select the Remove your institution's symbol from bibliographic record check box and then click Delete Local Holdings.
   - **Delete LHRs, retain your institution's symbol.** Clear (uncheck) the Remove your institution's symbol from bibliographic record check box and then click Delete Local Holdings.
   - **Cancel deleting all LHRs.** Click Cancel if you decide to keep your existing LHRs and retain your holdings symbol attached to the bibliographic record.

Results
- **Delete all LHRs and symbol.** Connexion deletes the LHRs and your institution's symbol from the record. A confirmation message states that your holdings were deleted and gives the number of LHRs deleted.
- **Delete LHRs, retain symbol.** Connexion deletes the LHRs and displays a confirmation message that gives the number of LHRs deleted.