Batch Delete Item Records

Institution: _____   Date: _____

Campus: _____

Name of individual completing form: _____

Phone: _____   Email: _____

Instructions: Run a General Retrieval Form (ret-adm-01) to create a report identifying item records to be deleted. Identify this report in the fields below. All item records listed on the report that are not checked out or on hold will be deleted. A list of non-deleted items will be sent to the contact person listed above for manual processing.

Note: This process will also delete any corresponding holdings and bibliographic records provided that no other records are attached.

Name of report in your library's Task Manager: _____

Date report was created: _____

Approximate number of records to be deleted: _____

Additional information:

FORM SUBMISSION INSTRUCTIONS

Step 1: Initial Requestor
Send the completed form to your Institution Contact for review and approval. The form will be delivered by email as a PDF attachment.

Institution Contact Email: _____

Step 2: Institution Contact
Enter your name below to indicate approval and submit the form to the Help Desk. Note: The form must be sent from the email address on file for the Institution Contact.

Institution Contact Name: _____