

## Chapter 18 -- Deleting Records

When deleting records from Evergreen Indiana, it is *extremely* important to use caution. Be certain that you are deleting what you wish to delete. If you delete the only item attached to particular bibliographic record in the Evergreen Indiana system, the bibliographic record will be deleted from the system. This can be done even by a cataloger with only copy level permissions.

Before doing any item, volume or record level deletions, it is a wise precaution to add the bibliographic record to a record bucket. See **Chapter 17 -- Introduction to Buckets**, if necessary. Deleted bibliographic records can be undeleted, but they cannot be searched in the catalog. Adding the bibliographic record to a record bucket allows you to access the record even after it has been deleted.

### Deleting Item Records from Evergreen

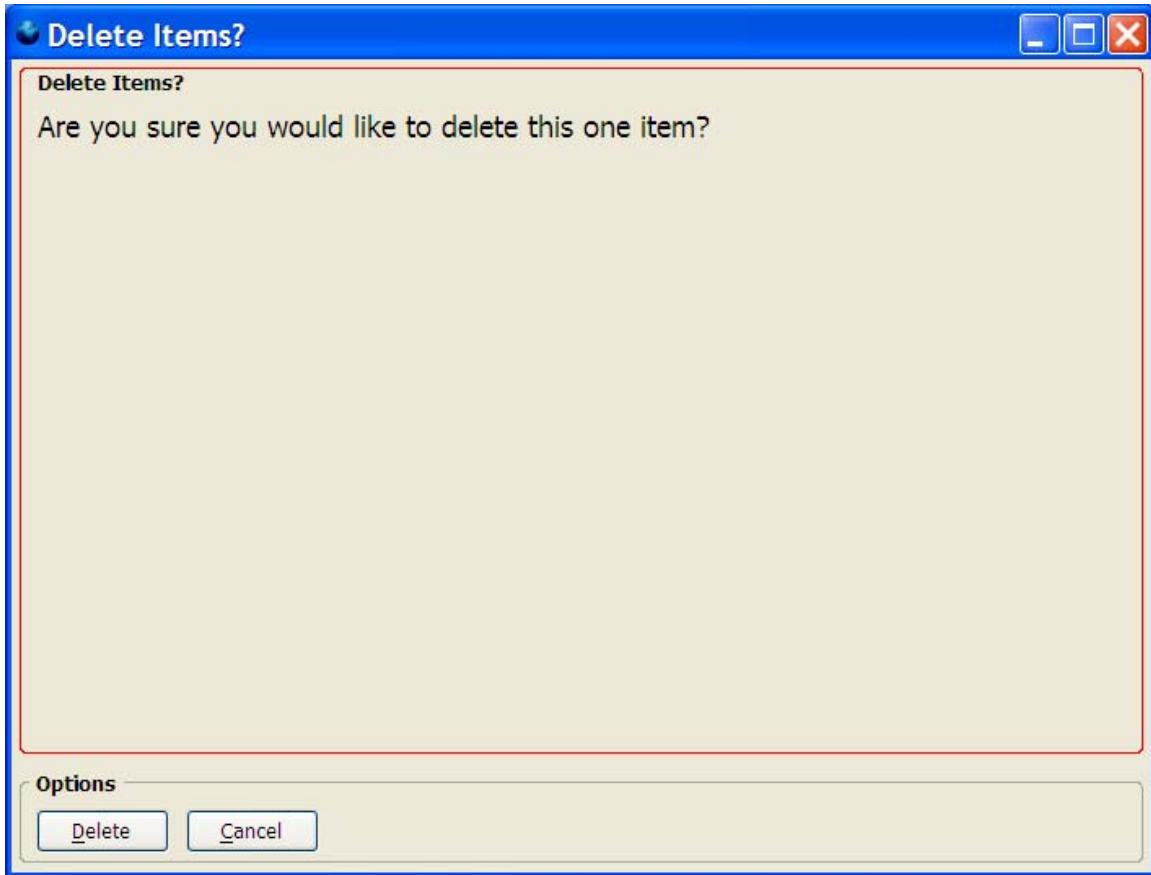
From the holdings screen of the record from which you want to delete an item, highlight the barcode line of the item or items you wish to delete.

The screenshot shows a web browser window with the URL `1: hm-cat1@HMMPL-laptop1.evergreen.lib.in.us`. The browser's address bar and menu bar are visible. The main content area displays the 'Record Summary' for a bibliographic record with the title 'How to pay zero taxes, 2001' by Jeff A. Schnepfer. Below this is the 'Holdings Maintenance' section, which includes a dropdown menu for the library (HMMPL) and a table of holdings. The table has columns for Location/Barcode, Volumes, Copies, Call Number, Circ Lib, and Due Date. One row is selected, and a context menu is open over it, showing options like 'Delete Items', 'Delete Volumes', 'Mark Item Damaged', etc.

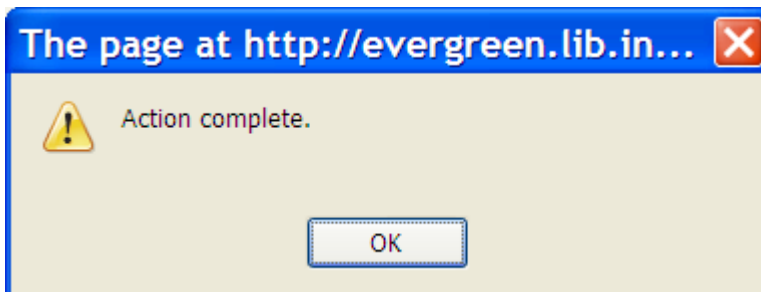
Location/Barcode	Volumes	Copies	Call Number	Circ Lib	Due Date
EG-IN : Evergree...					
ZPL : Zionsvill...					
HMMPL : H... 1		<1>			
336.2 S...		1	336.2 SCHNEP...		
...339...			336.2 SCHNEP...	HMMPL	

Click on **Actions for Selected Rows (Alt + F)** and select **Delete Items**.

A window will open asking if you are sure you wish to delete the item or items.



Click **Delete (Alt + D)**.



A dialog box will open letting you know the item is deleted.

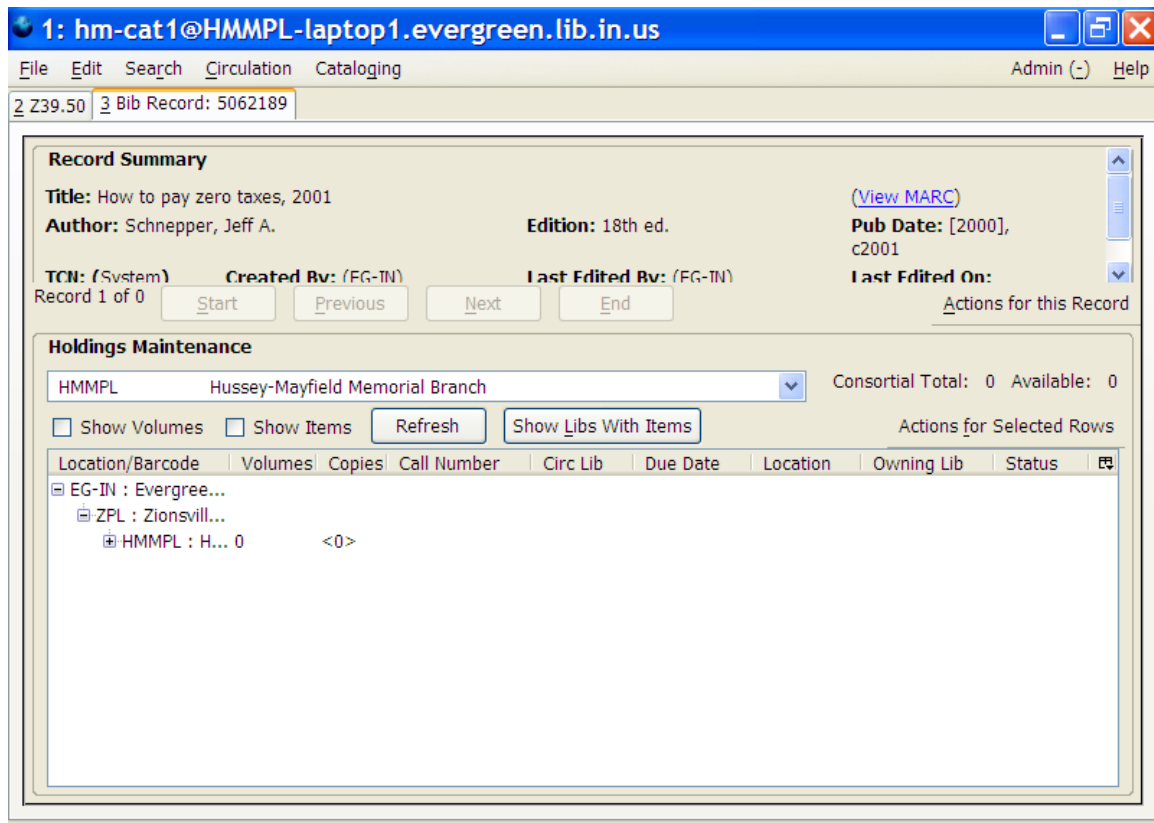
Click **OK** or press **Enter**.

The Holdings Maintenance screen will no longer show your item in the system. If this was the last item attached to this record in Evergreen Indiana, once you

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close this tab you will not be able to pull up the record again. The bibliographic record has been deleted.



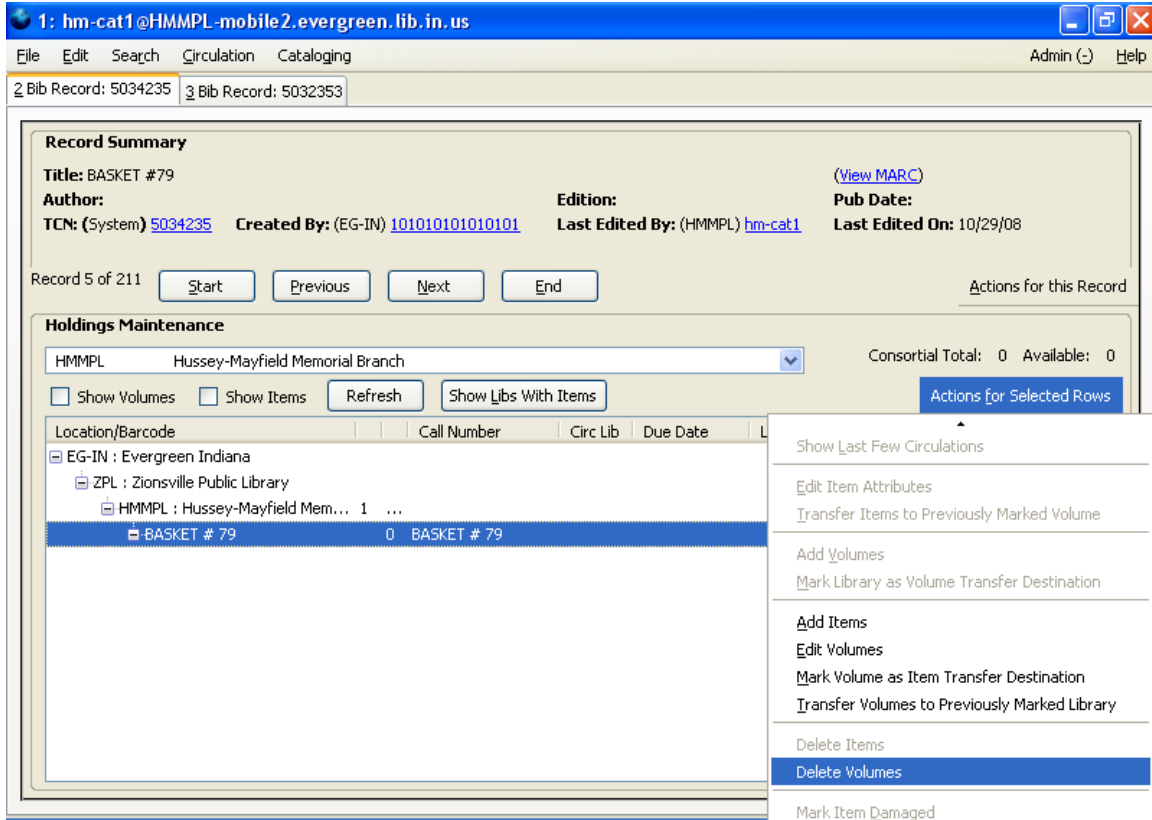
### ***Deleting Volume Records from Evergreen***

If you have deleted all of the items attached to a particular volume/call number, but there are still other call numbers or other items attached to this record in EI, you will need to delete the Volume. Deleting volumes is very similar to deleting items.

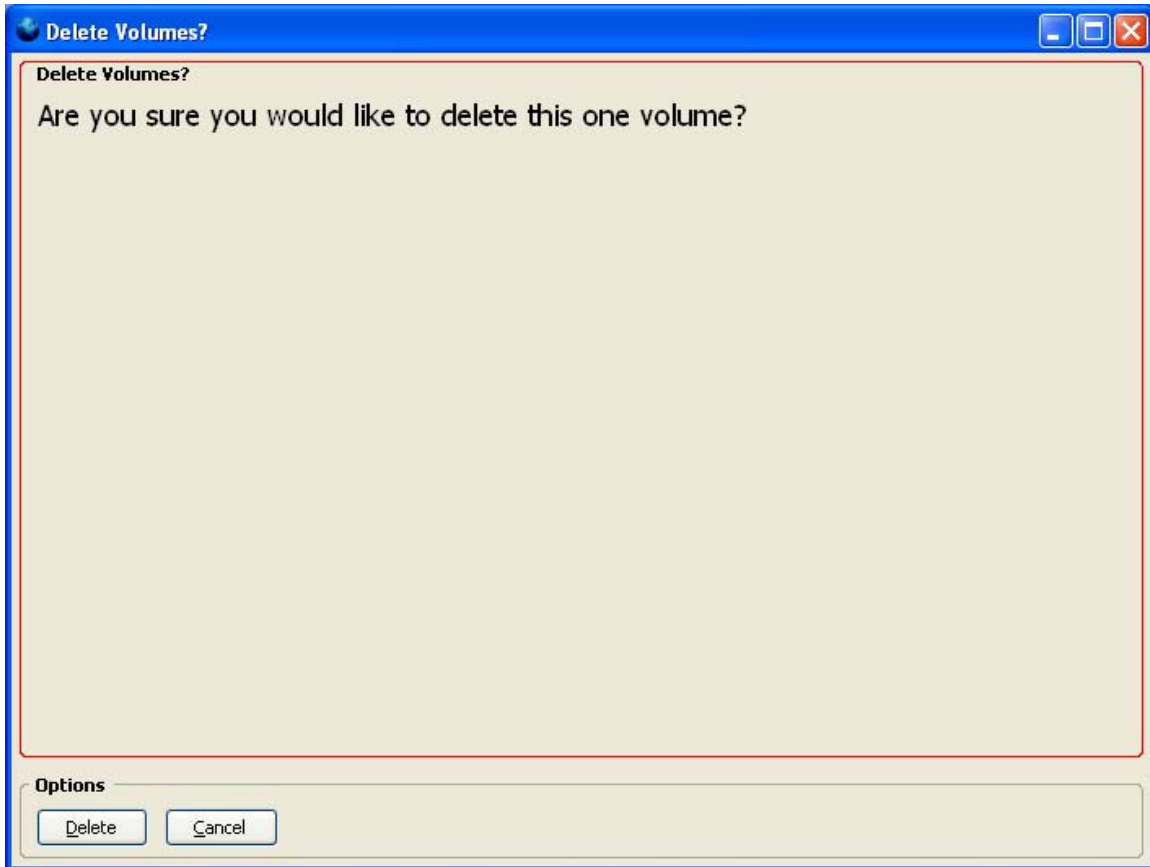
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To delete a volume, highlight the volume/call number in the **Holdings Maintenance** view. Click on **Actions for Selected Rows (Alt + F)** and select **Delete Volumes**.



A window will open up, asking you if you are sure you wish to delete the volume. Make sure. If there are no other holdings or volumes attached to this bibliographic record, the bibliographic record will be deleted as well.



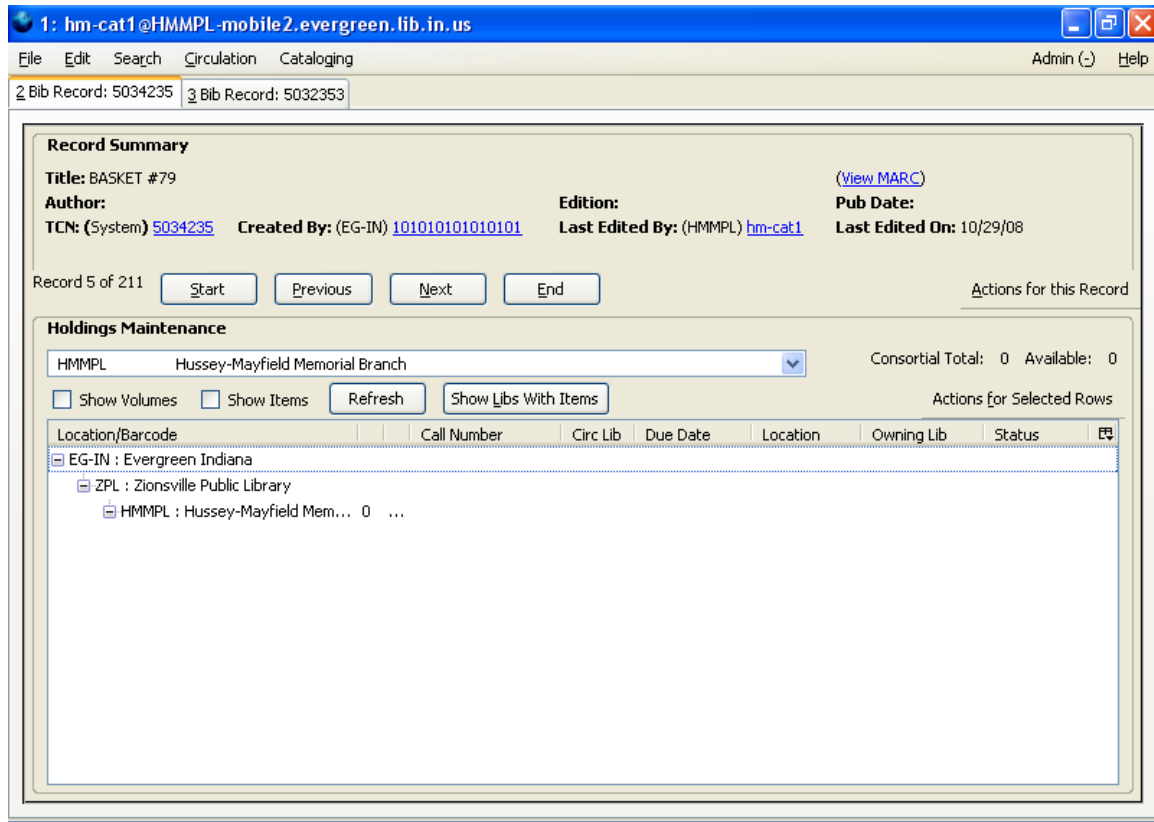
If you are sure you want to delete the volume, click on **Delete (Alt + D)**

A dialog box will pop up telling you that volumes have been deleted. It says volumes even if only one volume has been deleted.



Click **OK** or press **Enter**.

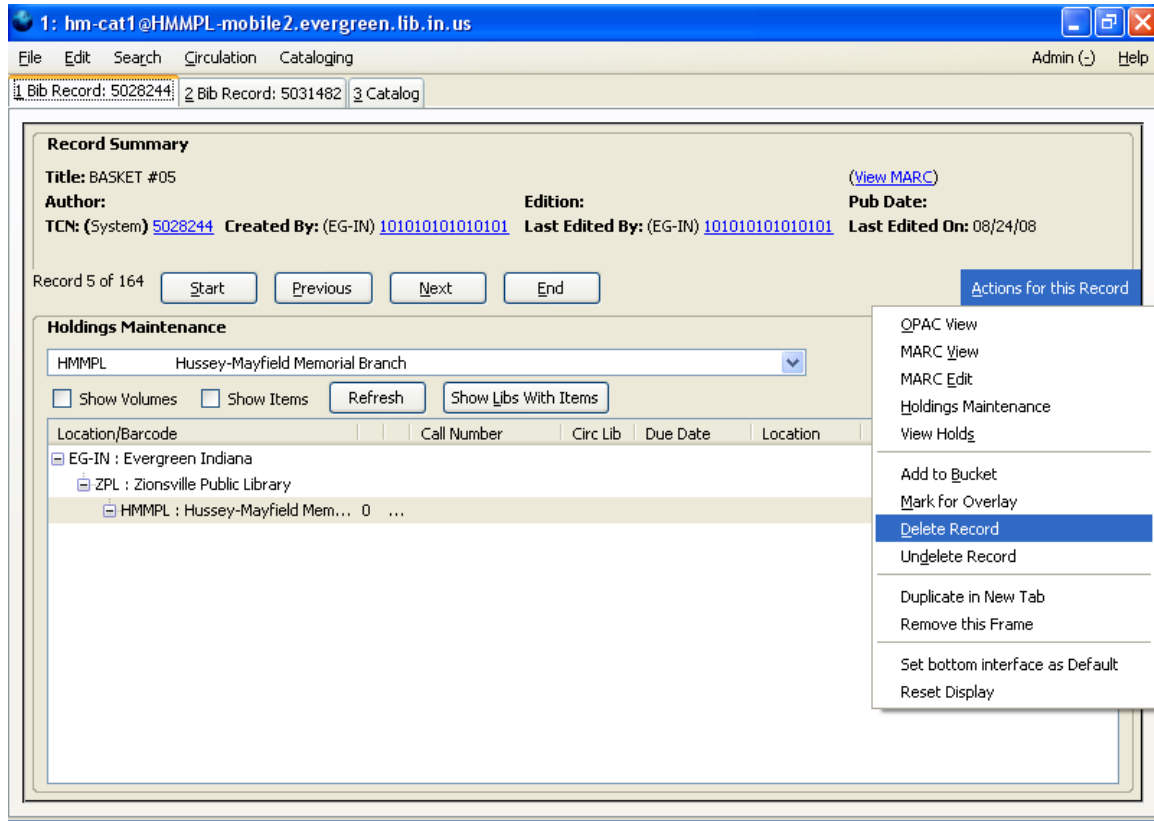
Your volumes will no longer appear under your holdings.



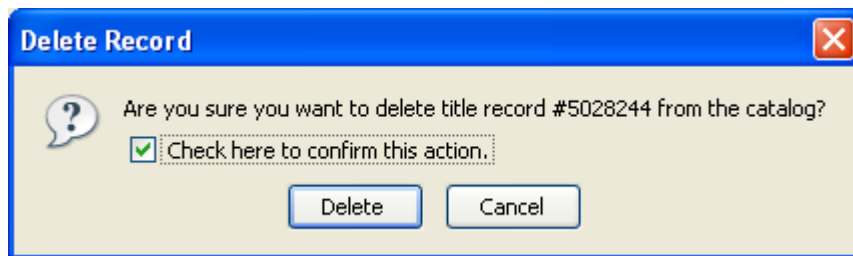
## ***Deleting Bibliographic Records from Evergreen***

Only bibliographic records with no holdings may be deleted. This prevents you from accidentally deleting a record with holdings from another library. Since deleting the last holding deletes the bibliographic record automatically, in most cases it is not necessary to delete the bibliographic record, but you may wish to do it to be thorough. In some cases you will have to delete a bibliographic record, for instance, if you accidentally imported the wrong record. If you no longer have items attached to the bibliographic record but there are still call numbers associated with it, you will have to delete any remaining volumes in order to delete the bibliographic record. Deleting the last volumes/call numbers will delete the bibliographic record if there are no other holdings in the system.

To delete the record, click on **Actions for this Record (Alt + A)**.  
Select **Delete Record (Alt + D)**.



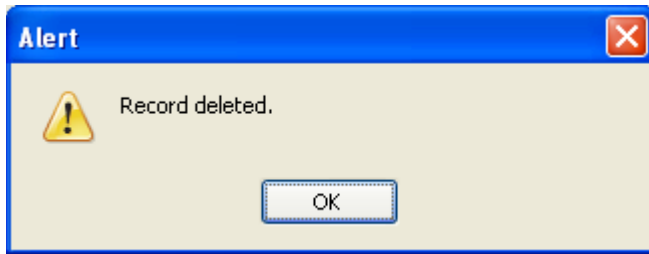
A dialog box will open asking you if you are sure you want to delete this record. Make sure. Then, if you are certain, click on the box next to “Check here to confirm this action” to activate the check mark. Then click **Delete**. Please note: you still must activate the check mark in order to cancel.



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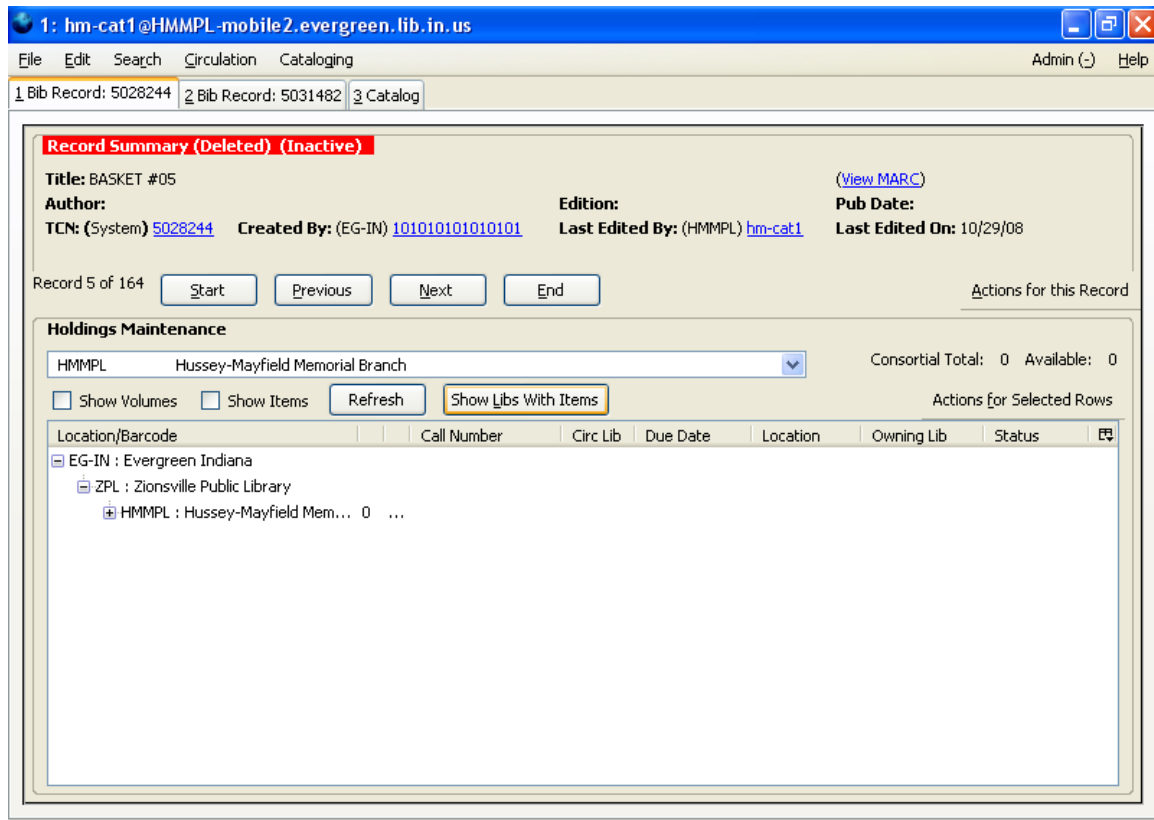
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Another dialog box will open, confirming that you have deleted the record.



Click **OK** or press **Enter**.

A message that the record has been deleted will now display in red at the top of the record.

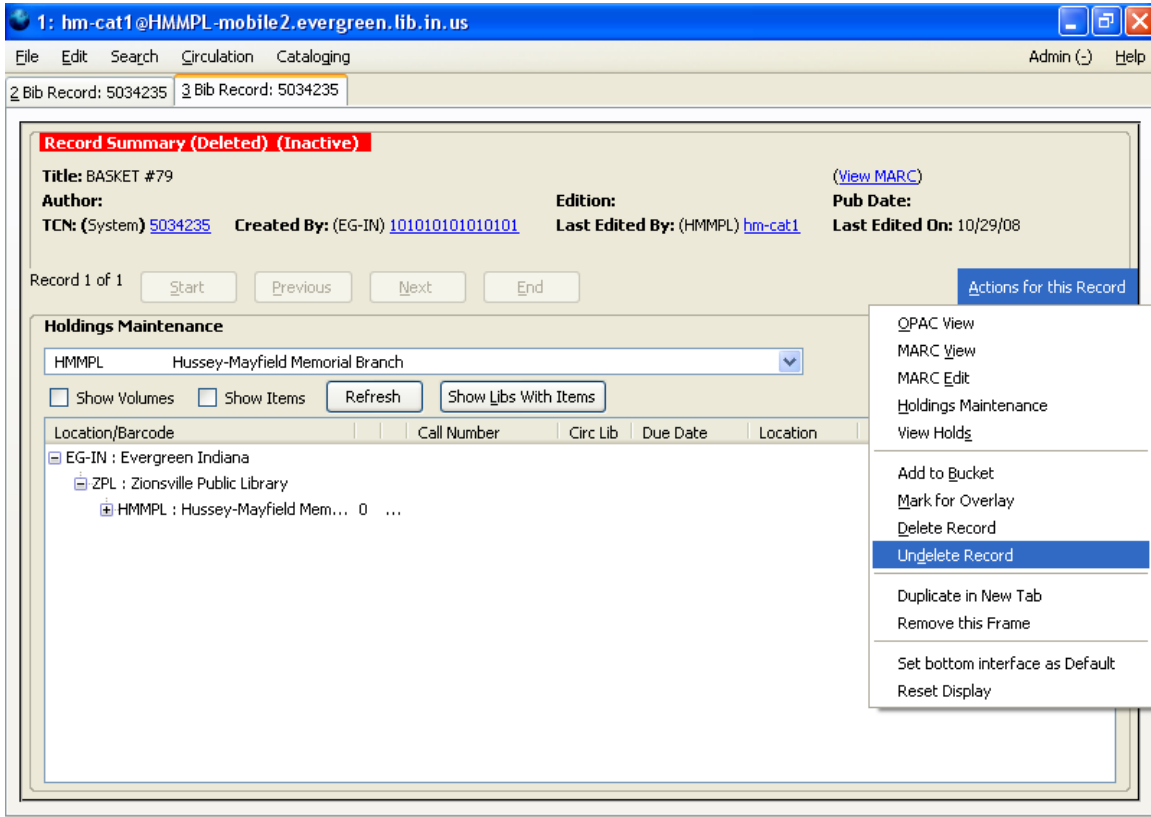


A search for this record will no longer produce hits, but if you place the record in a record bucket before you close it, you can retrieve it later if needed.

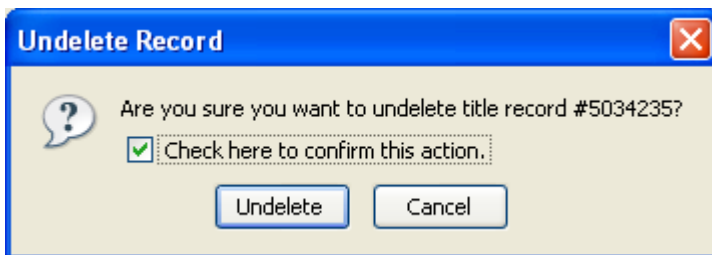


## Undeleting Records

Deleted records can be undeleted. If you have the record up, simply go to **Actions for this Record (Alt + A)** and select **Undelete Record (Alt + D)**



A dialog box will pop up, asking you to confirm that you want to undelete the record.



You have to click on the box next to “Check here to confirm this action,” and then click **Undelete**. Note that you also have to check the box in order to cancel the action.

A dialog box will pop up telling you that the record has been undeleted.



Click **OK**, or press **Enter**. The record will now be undeleted, and holdings can be added.