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## Batch Suppress Bib Records

- **Article Type:** General
  - **Product:** Voyager
  - **Product Version:** 8.2.2
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### Question

How to suppress a large set of bib records in the database?

### Answer

Voyager 9.0.0 and higher, GDC can batch suppress and unsuppress records (preferred workflow):

1. Create a Record Set of all records to be suppressed. See [Options for creating Record Sets?](#) for available methods.
2. Create a Data Change Rule Set to (for example)
  - Condition: MARC Control Field Exists / LDR
  - Consequence: Record Disposition / Suppress
3. Save Data Change Rule Set to Data Change Rule Set Group.
4. Submit Data Change Job with record set from step 1 and Data Change Rule Set Group from step 3.
5. When suppressing and unsuppressing records you do not need to turn keyword indexing on, nor do you need to run a regen after the job. This is because the record's metadata are changed, not the MARC record itself.

Always test any data change on a small subset of records and use the GDC Preview functions prior to committing any changes to the database.

In versions earlier than 9.0.0, Bulk Import can be used:

1. Use MarcExport to create the record file.
2. In System Administration > Cataloging > Bulk Import Rules, create a rule with "Batch Opac Suppress" checked in the Rules tab.
3. In the new Bulk Import Rule, specify a Bibliographic Duplicate Detection profile that matches on BIB\_ID (BBID) and is set to Replace.
4. Run a BulkImport with the new Bulk Import Rule to match & suppress the records in the file you created with MarcExport

Pick and Scan can also be used to batch suppress and unsuppress Bibs and Holdings records. See [What changes can Pick and Scan make?](#)

### Additional Information

Voyager Technical User's Guide chapters on Bulk Export of MARC Records and Bulk Import of MARC Records for details on MarcExport and BulkImport processes.

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