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## Deactivating a course and its items **\*\*MASTER RECORD\*\***

- **Article Type:** General
  - **Product:** Aleph
  - **Product Version:** 16.02
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### Description:

We don't want to have to delete the documents for a course when the course is not being offered during a particular semester. How can we keep the course/documents from displaying without deleting them?

### Resolution:

When a course is inactive, the course and its documents do not appear in the Course Reserve OPAC.

There are four components to suppressing the display of inactive courses in OPAC:

1. The z108\_period needs to have a subfield with "NA" as its value. (See step #3 below.)
2. The current xxx30 OPAC base (Spring) in tab\_base needs to have "not wpe=NA" added to it. See KB's 6604 and 4643 in this regard.
3. Run p\_course\_03.

p\_course\_03 is used to inactivate courses and take items off Reserve. It can be limited to a particular sublibrary -- but not a specific course.

In version 19-up, p\_course\_03 is submitted via the xxx30 GUI Services.

In order to restore the item's sublibrary to the regular sublibrary (before it was placed on Reserve) you would check the "Do you want to take the items off reserve?" checkbox. If you don't want to do this, you can leave the box unchecked.

4. Reindex the Words (to regenerate the "wpe" Word index): in v18-up, the GUI Services p\_manage\_01 needs to be run for the Course Reserve library.

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## Additional Information

faq

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