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## How to delete items, holdings

- **Product:** Aleph
  - **Product Version:** 20, 21, 22, 23
  - **Relevant for Installation Type:** Dedicated-Direct, Direct, Local, Total Care
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### Description:

We are in the process of extensive deselection of materials, especially duplicate copies. One of our librarians has been deleting items and just was told today that she should also delete the holding at the same time.

1. Is there a process to run to identify orphan holdings?
2. What is the order of the workflow to delete an item? (I presume a total delete would work for a one bib one item situation, leaving no leftover bits.)
3. I was thinking there was an export holdings for OCLC service but I'm not seeing it at the moment - does OCLC really want a -holdings- list for import to WorldCat?

### Resolution:

1. The following SQL {from the article "[Deleting orphaned HOL records \(HOL records whose items have been deleted\)](#)" (KB 8192-27444)} can be used to get non-deleted HOL records which do not have any items linked to them:

```
> s+ abc50
SQL> select substr (z103_rec_key,6,9) from in160.z103 where substr (z103_rec_key,1,5) = 'ABC60'
minus select Z30_HOL_DOC_NUMBER_X from z30;
```

2. Workflow to delete an item:

- a. bring up the item and click on "HOL links", then "Edit", then (in the HOL record) "Edit text", and "Delete record from server";

- b. back in the item, click on "Delete" (on the far right).

3. connect with the GUI to ABC60, select Services, Retrieve Catalog records, Export Holdings records (export-02);

### Additional Information/Related Articles

The item-11 (item deletion) Service accepts a file of item numbers as input. See article "[How to run p\\_item\\_11 item deletion for particular sublibraries \\*MASTER RECORD\\*](#)" for more information.

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