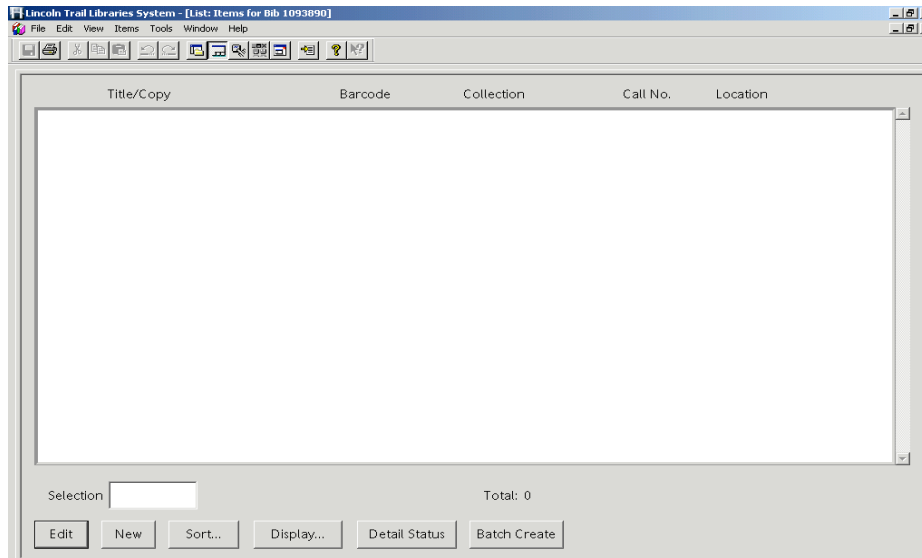


Individual Bibliographic Record Deletion

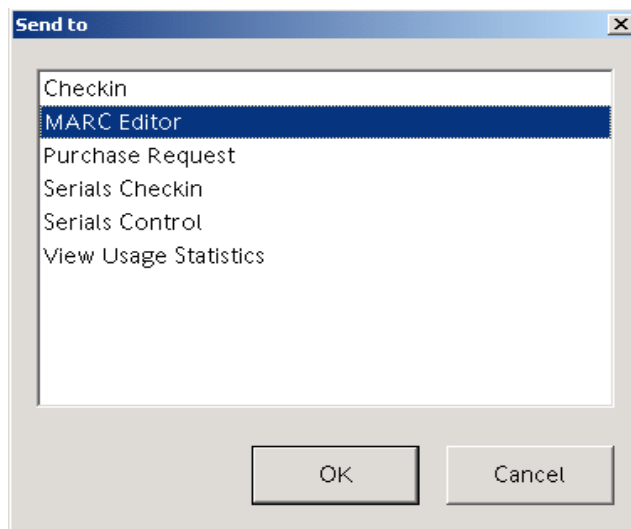
Horizon lets you delete a group of items from the system by utilizing the batch item delete function. However, if you are deleting an item by itself and discover that you are the last library to own the item, you must individually delete the bibliographic record by doing the following:

To individually delete a bibliographic record:

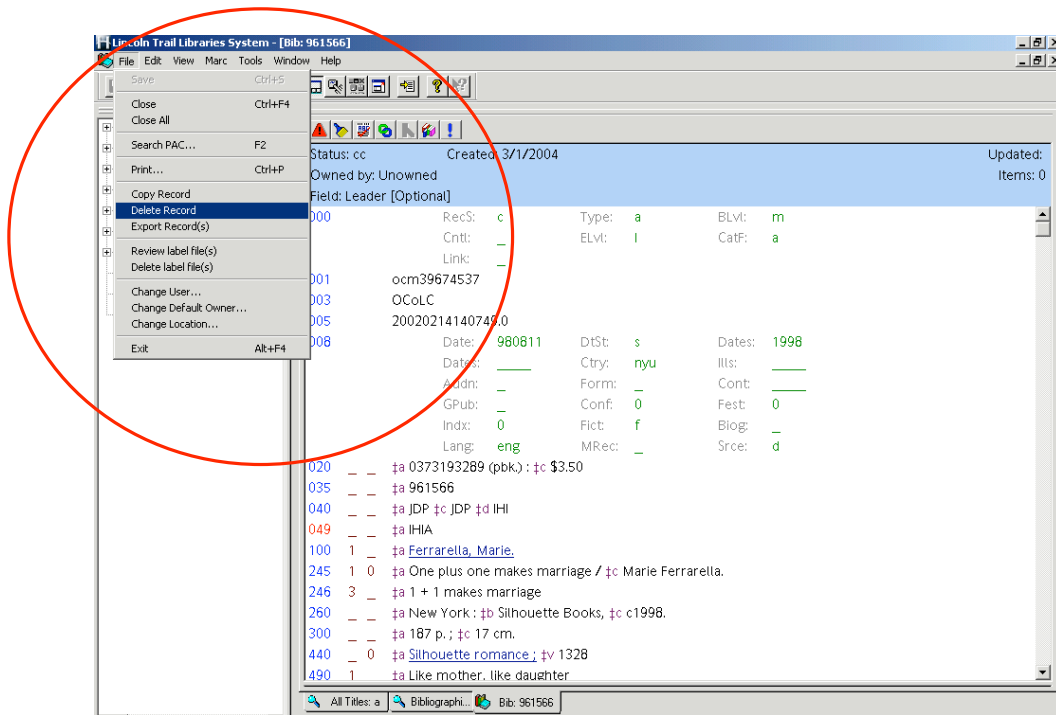
1. From an empty copy/item list or from a bibliographic record:



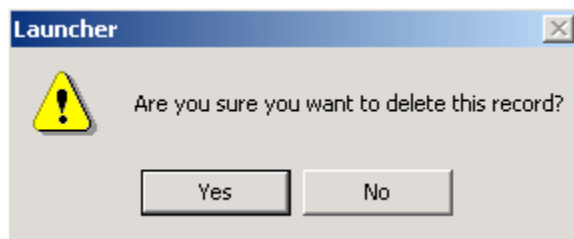
2. Press **F10**, highlight MARC Editor in the list and then click **[OK]** or double-click on MARC Editor.



- Horizon displays the MARC Editor along with the bibliographic record's information.



- Click **File, Delete Record**.
- Horizon will ask you to verify the deletion. Click **[Yes]**.



- This process will take perhaps a minute. Do not panic – when the deletion is complete you will be sent back automatically to the copy/list window or the bibliographic record window. Whichever window you were on will only be visible until you close the window. Once you search again, the record will no longer be available.

Only staff members who have Level 3 or 4 Cataloging security will be able to complete this procedure.

If there are still items attached to a bibliographic record, the deletion of the bibliographic record will fail. You will get a message that states: “Cannot delete record because there are items attached!”

Bibliographic records that are removed will not be available at all. Once this procedure is done – it is final. If the record is needed again, it will have to be added by a cataloging center (LTLS, Champaign Public, Charleston Public or Urbana Free).