



Traverse des Sioux Library System

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Procedures for Discarding Item ID, Call Number or Title Records

General directions:

- The best way to delete any Item ID, Call number, or Title records is to charge it to **Mr. Discard**. **If you use Mr. Discard, you do not need to notify TdS when it is the last item linked to a title.**
- Title Control numbers beginning with “a” are brief records that can be removed by the holding library using the Delete Title, Call numbers or Items Wizard or the Delete button in the Call Number and Item Maintenance Wizard. It is not necessary to notify TdS Technical Services when deleting these “a” items.
- Title Control numbers beginning with “o” can be removed by the holding library by using the Delete Title, Call numbers or Items Wizard or the Delete button in the Call Number and Item Maintenance Wizard. **If you use this method, rather than Mr. Discard, then you must notify TdS Technical Services regarding the Title Control number that was deleted, if it is the last item, so these “o” Title Control numbers can also be removed from OCLC.**
- Do not delete the Call Number record if the barcode is not legible or you plan to discard one copy and immediately replace it with an identical copy. Use the Change Item ID wizard to change or replace the barcode number.
- There is no Undelete button.
- The Call Number and Item record cannot be deleted if a Hold has been placed on it or if it is charged to Missing or Lost.

Mr. Discard:

SETUP: Use the "New User Registration" wizard to set up a new patron record where the patron will be Mr. Discard. Wand in a patron barcode, as you normally would when adding a new patron, but **select the user profile of DISCARD**. For the patron name, type in, for example, TZT Discard or TWA discard, etc.

Note: When setting up a new Mr. Discard account, please inform Jeanne Demars or TdS Technical Services of the barcode number for this new “patron.” The Discard reports are run based on only the specific barcodes used by the member libraries for their Mr. Discard accounts. If TdS does not have the specific barcodes with which to run reports, the materials will not be included in the discard.

TO USE: Charge out the items to be discarded to the patron record you have set up for Mr. Discard. Do **not** manually change the Location of the item to DISCARD using the any of the Wizards! When you charge an item to this "patron", i.e, XXX Discard, the current location becomes DISCARD, instead of the usual "CHECKEDOUT." After 32 days, the system will automatically remove an item that has a current location of DISCARD, if it has no bill or other actions associated with it.

Items charged to Mr. Discard do not get a due date. Mr. Discard reports are run monthly. Item records charged to Mr. Discard are removed with that monthly report. If there is only one Item number, the Call number is also removed. Cataloging receives a monthly report that lists unique items that are charged to DISCARD and that must be reported to OCLC as deletions, so you do not need to inform TdS tech services if it is the last item linked to a title when using the Mr. Discard method of deletions.

Discard using Editing Existing Items and Call Numbers Wizard

In the Circulation toolbar:

- Click: Item information and maintenance icon
- Click: Editing Existing Items and Call Numbers icon
- Search: Use the title, author, or any available search.
- Highlight: Barcode for Item that is to be removed
- Click: Delete button.
- Item record that was highlighted will disappear from the list.
 - If your library has other Item records linked to this Call Number, only the highlighted Item record will be removed.
 - If this is the last Item record linked to your library's Call number, but there are other libraries' holdings for this title, you will be asked if you want to remove the Call Number as well. Click: Yes
 - If your library's holding is the last or only Item and Call Number linked to this title, you will be asked if you wish to remove the Title record as well.
 - If this is a brief bib record whose Title Control number begins with an "a," click: Yes.
 - If this is a bib record whose Title Control number begins with an "o," send a copy of the bib record on Workflows or a message to TdS with the Title Control Number so it can be removed from OCLC by TdS catalogers. Then, click: Yes.
 - Or, charge the item to Mr. Delete. Sirsi will delete it and a report of the activity will tell the TdS catalogers to remove the Title record from OCLC.

Discard using Delete Title, Call numbers or Items Wizard

In the Circulation toolbar:

- Click: Item information and maintenance icon

- Click: Delete Title, Call numbers or Items icon
- Search: Use the title, author, or any available search.
- Mark the box before the **Item number** (barcode) that you want to remove from the database. Do not check the other barcodes. The system will automatically check the boxes before the Call Number and the Title, but these will not be removed because one or more of your or another library's barcodes are still linked to the Call Number and Title.
- Click: Delete button at the bottom of the screen to delete the item
 - If your library has other Item records linked to this Call Number, only the highlighted Item record will be removed.
 - If this is the last Item record linked to your library's Call number, but there are other libraries holdings, you will be asked if you want to remove the Call Number as well. Click: Yes
 - If your library's holding is the last or only Item and Call Number linked to this Title, you will be asked if you wish to remove the Title record as well.
 - If this is a brief bib record whose Title Control number begins with an "a," click: Yes.
 - If this is a bib record whose Title Control number begins with an "o," send a copy of the bib record or an email message with the Title Control number to TdS so it can be removed from OCLC. Then, click: Yes.
 - Or, charge the Item to Mr. Delete. Sirsi will delete it and a report of the activity will tell the TdS catalogers to remove the Title record from OCLC.