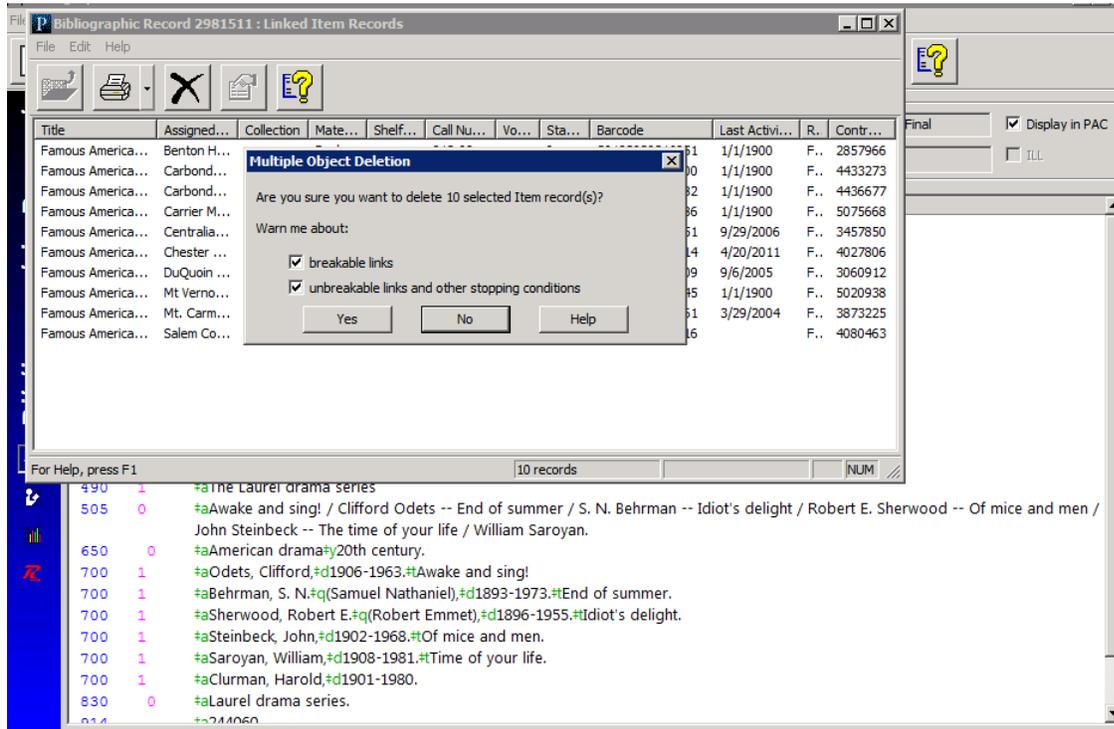


## Deleting multiple item records

1. Scan items into an existing or new item record set by barcode.
2. Highlight all the items in the record set.
3. Right click, and choose delete.
4. The Multiple Deletion dialog box appears.



5. Click **Yes** to delete the selected records. If you decide not to delete the record, click **No** or close the dialog box.

If a record you are deleting is the last record linked to another record or records, the Last Copy Options dialog box appears.

6. If the Last Copy Options dialog box appears, select one of the following options:
  - Click **Delete** to delete the record if it does not have unbreakable links or other conditions that prevent deletion.
  - Click **Suppress From PAC** to retain the record but prevent it from appearing in the PAC
  - Click **Retain** to retain the record without changes.

There is a difference between delete and **Withdrawn**, which means the item has been removed from the circulating collection. It is not available for check-out or request.