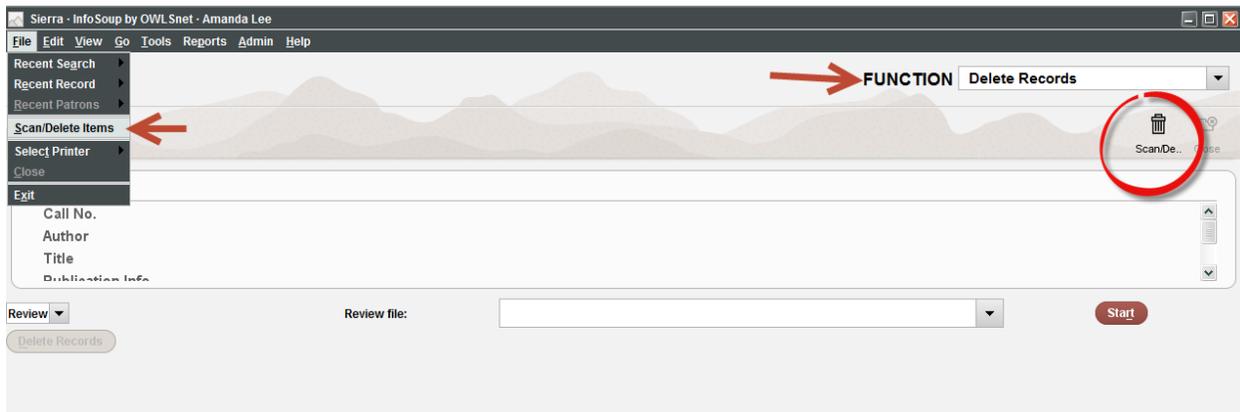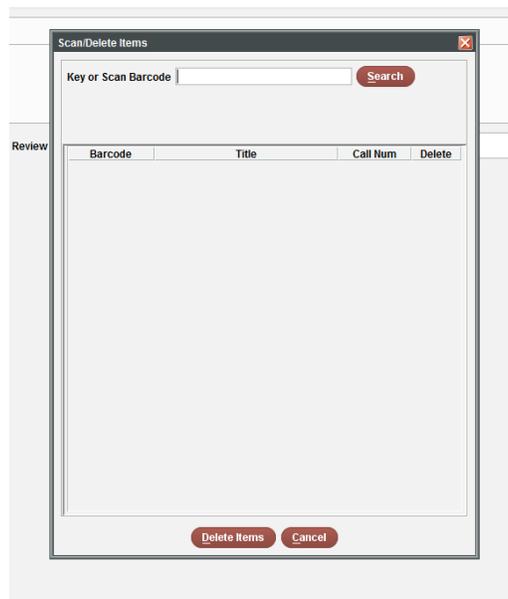# Deleting Magazines Using the Delete Records Function in Sierra (Bulk Deleting)

- Login to Sierra using your library's delete, SkyRiver or acquisitions login.
- Go to FUNCTION: Delete Records. Click on File in the toolbar and choose the Scan/Delete Items option (there is also an icon under the Function bar)

- A new window will open. Scan the barcodes of the items you wish to delete in the search box. The scanned barcode, title, and call number will display. If you find you accidentally scanned an item you don't want deleted, simply uncheck the Delete box.

- If you would like a list of your discarded items, copy and paste this information into an Excel document before you delete them. It won't be available after you delete the items.
- When you are done scanning your items, click on the Delete Items button. You will be prompted, "You are about to delete these records. Do you wish to continue?" Choose Yes.
- A confirmation will display indicating the number of items removed. Finally, check to see if any items didn't delete by clicking on Errors. The item record number and the reason the item

couldn't be deleted will display. Please contact OWLS if you need further information about these items. When you are finished deleting, close the window and exit Sierra.

Don't forget to update your cards and holding statements!

- Change the View to "c Holdings"
- Click on your library
- Click on the Card on the left
- Highlight the boxes you wish to delete
- Go to Tools (or right-click) → Box Menu → Delete Boxes

- Adjust your holding statement to verify it is still accurate by clicking on Holdings on the left
- Click on the holdings statement (it will usually say some form of "current year")
- In the 866 field that pops up on the bottom adjust wording to reflect your collection, for example, you may want to change "current year" to "current year + 1 previous year"