How can I delete holdings?

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Applies to

- Connexion client
- Connexion browser

Answer

1. Logon to Connexion (either the client or browser version) using your Cataloging Authorization.
2. Search for the item to bring up its record.
3. Select Action > Holdings > Delete Holdings.
4. The system asks you to confirm that you want to delete holdings. Click OK to remove your holdings.

Additional information

This is more fully documented in older documentation. Individual title holdings deletion is covered on page 33 of Take Actions on Bibliographic Records. There is also a process for deleting holdings in batch. Batch deletion in Connexion client is covered on page 10 of Batch Processing in the Client: Overview.