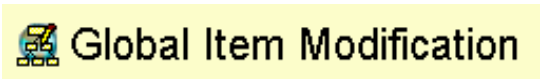
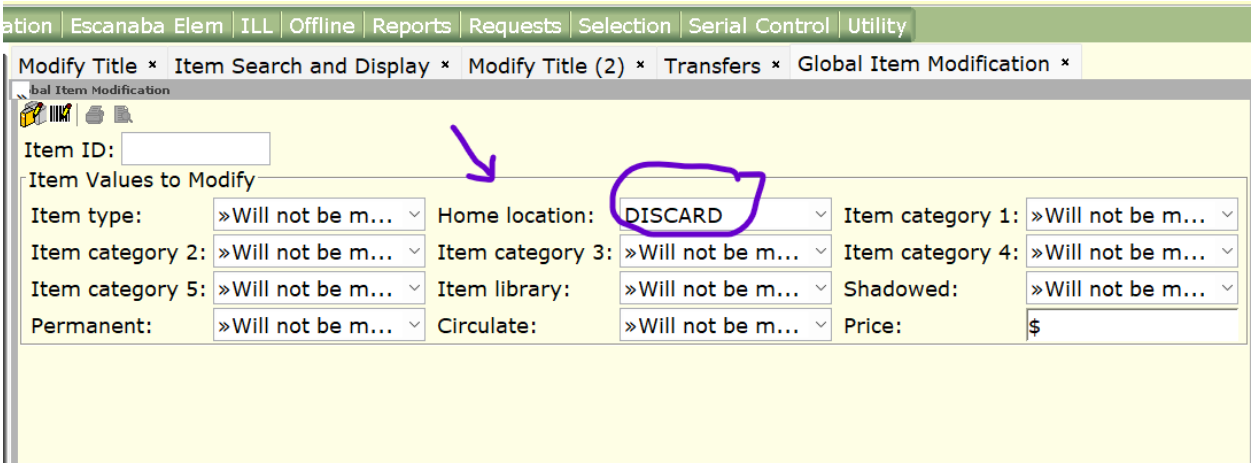
Discarding Items

If you wish to remove an item from your collection, you will want to set the home location to DISCARD.

You can change home location with the Call Number and Item Maintenance wizard in catalogining or for large weeding projects, the Global Item modification wizard is particularly useful.



Set the home location to Discard and you can scan the barcodes of each item on a cart in quick succession without having to adjust anything. Scan, scan, scan till you're done. Do watch to make sure you get them all on the list that will generate.



Once all serial controls, holds and bills are cleared from the item, the weekly discard reports will permanently remove items from the catalog.

If you accidentally scan an item you don't wish to discard, manually change the home location back to what it should be.

Once you scan an item and assign its home location to DISCARD, you can treat the item as if it has been removed from the system.

(Updated 2 February 2024 eem)