



Deleting Items

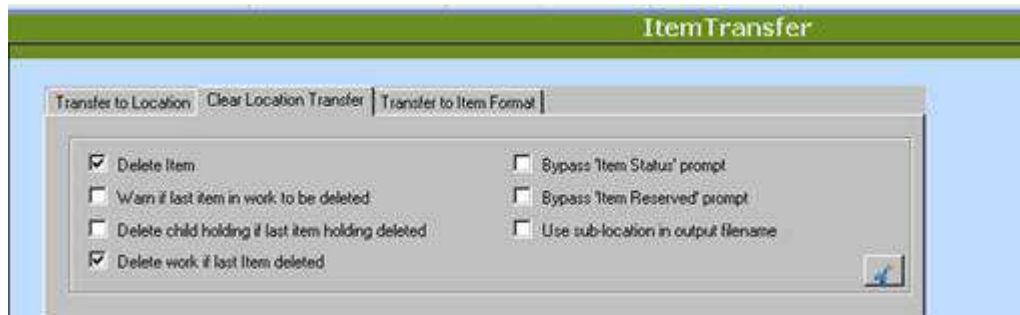
This procedure applies to items no longer required in the IKC. – do not use this process for returning items to ILS or transferring items to other IKCs.

To delete items no longer required in the IKC select the following options:

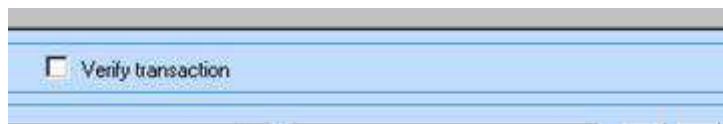
1. Circulation > Item Transfer > Clear Location Transfer



2. Select **Delete Item** and **Delete Work if last item deleted** checkboxes (as below)



3. Uncheck the **Verify transaction** selection (or you will have to acknowledge every deletion)



4. Scan your local items for deletion.
5. Close the *Item Transfer* screen when deletions are completed.



6. Cover the barcode of the item with the sticker – YOURS TO KEEP. See what's NEW at your IKC today! The item can now be donated to community.