



CATALOGING

Batch Item Deletion

Note: This requires training and an additional permission

1. Go to More > Tools > Batch Item Deletion

Circulation Patrons Search Cart OPAC More

Enter search keywords: Submit

Check out Check in

Home > Tools

Patrons and circulation

Patron lists
Manage lists of patrons.

Comments
Moderate patron comments.

[Import patrons](#)

Catalog

- [Batch item deletion](#) (highlighted)
- [Batch item modification](#)
- [Export data](#)

2. Click the Barcode list box, scan in your items, then click continue (short barcodes work,

Batch item deletion

Use a file

Barcode file

Item number file

File: No file selected.

Or scan items one by one

Barcode list (one barcode per line):

414549
34311000013807

Short barcodes work, they will pre-append after you hit continue

Use default values

Populate fields with default values from default framework

3. Review the list. If you want to keep any item(s), uncheck the box next to it.

Batch item deletion

Select All | Clear All

Show/hide columns: Show all columns Hide all columns Withdrawn status Lost status Damaged status Not for loan Collection code
 Permanent location Current location Shelving location Date acquired Cost, normal purchase price Total Checkouts Full call number
 Barcode Date last seen Date last checked out Cost, replacement price Price effective from Koha item type Public note

	Title	Withdrawn status	Lost status	Damaged status	Not for loan	Collection code	Permanent location	Current location	Shelving location
<input checked="" type="checkbox"/>	Dejunking Windows /, by Ballew, Joli.					Adult Books	Iola Public Library	Iola Public Library	Adult Non-Fiction
<input checked="" type="checkbox"/>	Romance /, by McBain, Ed.					Adult Books	Iola Public Library	Iola Public Library	Adult Mystery

This will delete the selected items.

Delete records if no items remain.

Delete selected items Cancel

4. **ALWAYS** check the 'Delete records if no items remain.' box.

Delete records if no items remain.

Delete selected items Cancel

5. Click 'Delete selected items'.