



## FACT SHEET

### Deleting items

April 2016

Items can be deleted one at a time or in bulk.

### One at a time

Two ways to delete items one at a time are available.

Go to Cataloguing AddEdit Items and call up the item to be deleted.

Click on  
delete

The screenshot shows the 'Add / Edit Items' window with the following fields:

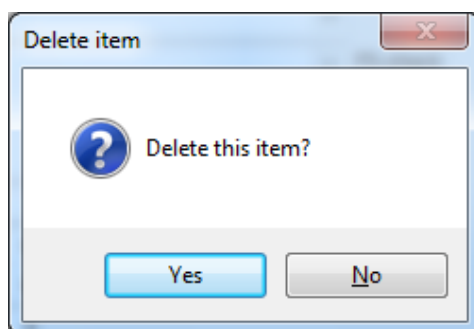
- Item Number: 1
- Barcode: I1413000013
- Title: The amazing story of Adolphus Tips /
- Subtitle: Subtitle
- Responsibility: Michael Morpurgo ; illustrated by Michael Foreman.
- Media (GMD):
- Series: PRC
- Volume: Serial number:
- Author(s): MORPURGO, Michael, FOREMAN, Michael. [illustrator]
- Subjects: Cats - Fiction, World War, 1939-1945 - England - Fiction, World War, 1939-1945 - Evacuation of civilians - Fiction, Adventure stories.
- Call number: F MOR \*
- Content type: text
- Media type: unmediated
- Carrier type: volume
- Pub.place: London
- Publisher: HarperCollins Children's
- Pub.year: 2005
- ISBN: 0007182457
- SCIS number: 1215321
- Edition:
- Phys.description: 190 p. : ill.
- Lexile: 390
- PRC: 6-9
- Level: Red
- URL:
- Other:

Right-hand side fields:

- Status: 2 - On loan
- Item type: 1 - FIC Fiction
- Location: 1 - Library
- Sublocation:
- Collection:
- Supplier:
- Cost:
- Replacement cost:
- Order number: 666
- Cost centre:
- Accession date: 04/09/2014
- Due date category: 0 - Normal
- Loan restrictions: 0
- Visible in search:  Visible in search,  Exclude from stocktake,  Do not count against loan limit
- Copies: 1
- Box:
- Cover:

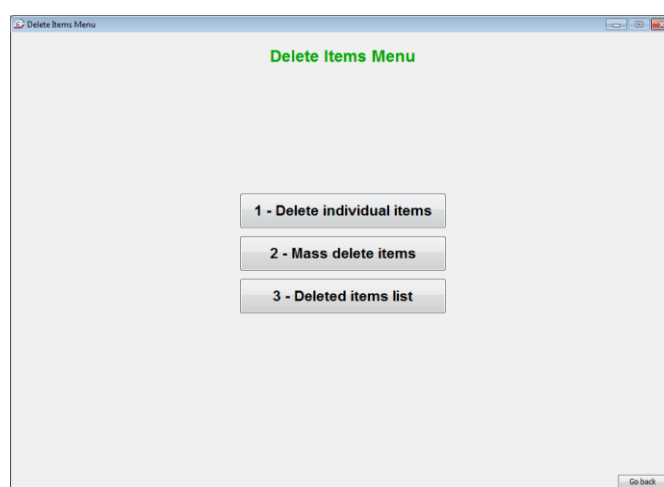
Circulation Information:

- Borrower: 1 WEBBER, Jane (STAF)
- Due date: 05/05/2016
- Last seen: 21/04/2016
- Issued: 10/03/2016
- Returned: 03/03/2016
- Borrowed: 4
- Reserved: 0

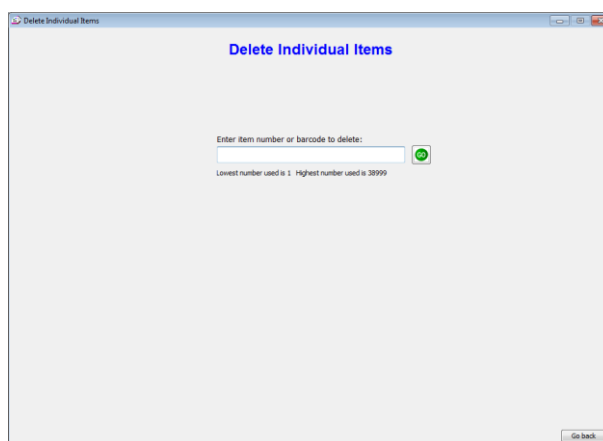


On saying yes the item is then stored in the deleted items list.

Another method to delete one item at a time is to choose Cataloguing / Delete Items.



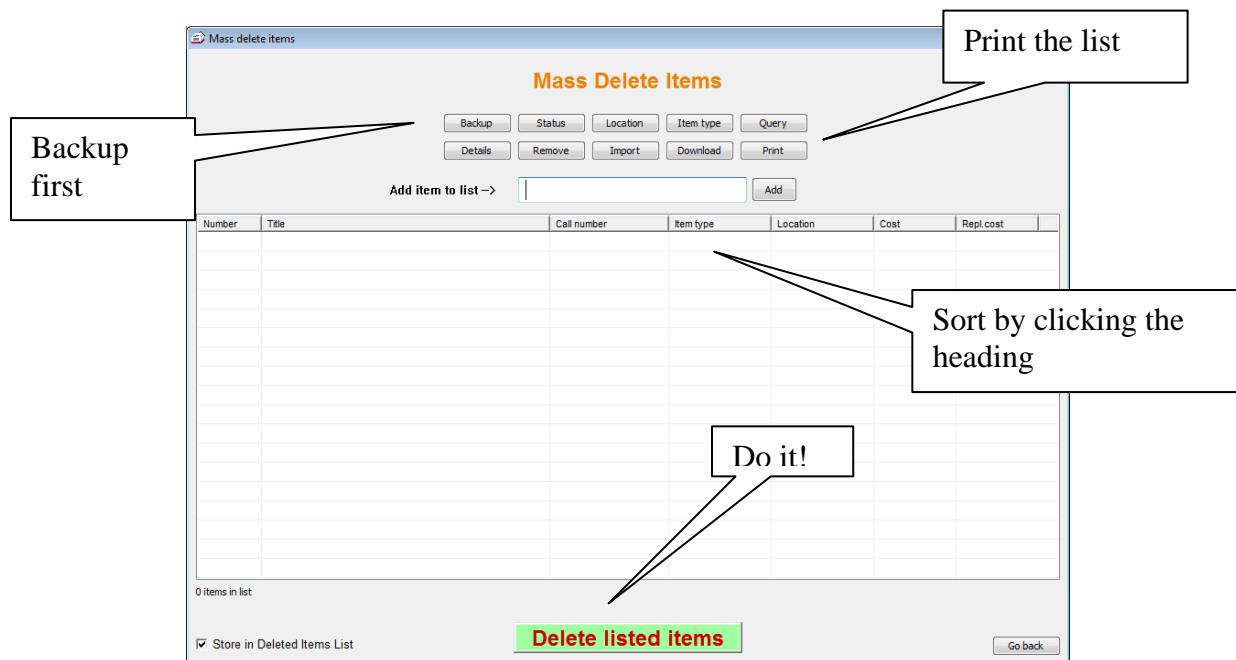
Click on Delete Individual Items.



Enter the item number and follow the instructions.

## Bulk deletes.

Go to Cataloguing / Delete Items / 2. Mass delete items.



Enter the barcodes or item numbers to be deleted.

Choose status, locations, item types, import a file from elsewhere in Bookmark, enter a Query or scan in the numbers.

Then press Delete Listed Items.

Deleted items will be stored in the deleted items list if the checkbox is ticked.

Check with you auditor about the amount of time this information must be kept, and periodically clean out the deleted items list

## The Deleted Items list.

Deleted Items List

File Edit View

View Undelete Print Filter Find Remove Set all Clear all

1540 entries Total value = \$14,125.06

Number	Title	Date deleted	Last scanned	Cost	Repl. Cost	Accession date	Item
<input type="checkbox"/> 1	Circus of thieves on the rampage (Book Fair)	31/03/2015	06/03/2015			24/07/2014	1-FIX
<input type="checkbox"/> 24	Meadow Lea's Great pioneers of Australia 1770-1880 [chart]	21/03/2014	21/03/2014			21/11/2013	10-P
<input type="checkbox"/> 501	The great piratical rambustification	19/11/2013	07/11/2013			07/11/2013	1-FIX
<input type="checkbox"/> 505	parachute	19/02/2014	07/11/2013			07/11/2013	1-FIX
<input type="checkbox"/> 507	Black dog	08/11/2013	08/11/2013			08/11/2013	21-P
<input type="checkbox"/> 1004	Gabby's Fair	27/11/2013	06/12/2012	7.95		12/03/1999	23-B
<input type="checkbox"/> 1006	What a Mess, Fang Fang!	27/11/2013	02/05/2013	7.95		12/03/1999	23-B
<input type="checkbox"/> 1009	Australia's New \$10 Polymer Banknote	02/01/2006	26/11/2010			12/03/1999	11-V
<input type="checkbox"/> 1031	Australian Explorers (Videorecording)	02/01/2006	26/11/2010	78.00		19/03/1999	11-V
<input type="checkbox"/> 1032	Australian States & Territories (Videorecording)	02/01/2006	03/08/2011	78.00		19/03/1999	11-V
<input type="checkbox"/> 1077	The Internet:How to get Connected and Explore the World Wide Web	04/12/2013	28/11/2012	19.95		24/03/1999	4-NF
<input type="checkbox"/> 1080	The Cricket Kid	27/02/2015	23/02/2015	9.99		23/04/1999	1-FIX
<input type="checkbox"/> 1090	Nigel the Terrible	10/12/2013	05/12/2012	9.95		23/04/1999	1-FIX
<input type="checkbox"/> 1097	Cowboy Baby	27/11/2013	27/11/2012	9.95		10/05/1999	21-P
<input type="checkbox"/> 1098	Ebb's New Friend	28/11/2013	31/05/2013	9.95		10/05/1999	21-P
<input type="checkbox"/> 1128	Sophie and Rose	29/11/2013	19/09/2013	24.95		10/05/1999	2-JF
<input type="checkbox"/> 1137	Good-Bye, Daddy!	29/11/2013	29/11/2012	8.95		10/05/1999	2-JF
<input type="checkbox"/> 1138	Just Dog	29/11/2013	26/11/2013	9.95		10/05/1999	2-JF
<input type="checkbox"/> 1156	Rodeo Rocky	27/11/2013	06/12/2012	9.95		10/05/1999	1-FIX
<input type="checkbox"/> 1165	Birds Birds and More Birds	28/11/2013	20/11/2013	18.95		10/05/1999	2-JF
<input type="checkbox"/> 1214	Chunderella	27/11/2013	02/04/2013	9.99		21/05/1999	23-B
<input type="checkbox"/> 1236	Image Matters:Visual Texts in the Classroom	22/11/2013	26/11/2010	25.99		21/05/1999	6-TR
<input type="checkbox"/> 1257	Going For Kalta:Hunting For Sleepy Lizards at Yalata	06/11/2013	08/02/2013	12.95		21/05/1999	3-IN
<input type="checkbox"/> 1258	Cocky Colin	27/11/2013	06/12/2012	7.95		21/05/1999	23-B
<input type="checkbox"/> 1328	Tin Lizzie	29/11/2013	13/11/2013	9.95		04/06/1999	2-JF
<input type="checkbox"/> 1334	Young, Old and In Between	02/01/2006	19/11/2010	0.00		04/06/1999	7-KIT
<input type="checkbox"/> 1418	Erandi's Braids	29/11/2013	29/11/2012	9.95		25/06/1999	2-JF
<input type="checkbox"/> 1419	Jake and Pete and the Catchcrowsbats	04/06/2014	04/06/2014	10.95		12/07/1999	23-B

Close

If an item turns up it can be undeleted in 2 ways.

Tick the box and click undelete to give it the same barcode number, and it is back in stock.

Or double click to get the details, add the item number and click undelete.

Item Details

Once Upon a Time

Author(s): PRATER, John ; FRENCH, Vivian  
 Call number: PF Pra  
 Subjects: English poetry ; Folklore - poetry  
 Publisher: London, U.K.:Walker, 2007  
 ISBN: 1406306339  
 Phys. description: [25] p. : col. ill.  
 Other: P&P;4-6;23808

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Item number: 23808  
 Barcode: I1413238080  
 Status: 5 Lost/Damaged  
 Item type: 21 PF Picture Fiction  
 Location: 1 Library

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Cost: 15.95  
 Supplier: P&P  
 Accession date: 30/04/2008  
 Last seen date: 11/12/2013  
 Total loans: 24  
 Last borrower: 434 HATTON, Kathy Class STAF Level S  
 Due date: 04/01/2014

To undelete, enter item number and click on Undelete. The number can be different.

23808

**To clean out the deleted items file,**

Mark the ones to be gone in the box, and click remove to delete them completely. You can filter them to mark those before a certain date. Etc.

Filter by date for a report for the auditor.