Procedure for Deleting & Purging Records

ASSUMPTION: Records are in a "*Deletes Group*" **(The Name came be anything you want – this is an example)**
- Putting records in a group DOES NOT automatically put them in deleted status, you must do that. The group simply serves as a holding tank
- Don't concern yourself with making sure you mark your Bibliographic Records deleted if it's your last copy. As you will see, once we get rid of the holdings the system will do the rest.
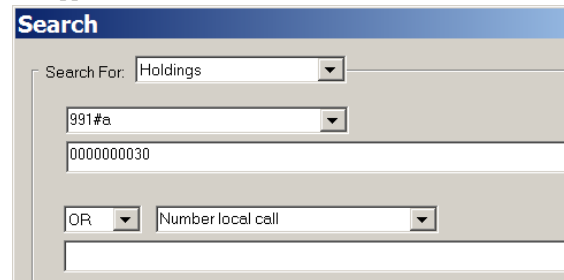
A. Get your Group Number - M3 GROUP EDITOR
1. Open your **DELETES/WEEDING GROUP OR WHATEVER NAME YOU GAVE IT**
2. Note the **GROUP'S NUMBER** that you're working with. You'll need it to bring the records up in Cataloging.

B. Change HOLDINGS in the Group to a DELETED STATUS
(This is when the holding item, when viewed in the Cataloging Module, will appear **RED**)
1. Open **M3 CATALOGING**
2. Click **EDIT** on the menu bar and select **SEARCH**
3. At the search screen type in the following:
   a. Change the *Search For* to **HOLDINGS**
   b. Highlight **ANYWHERE** and type over it with **991#a**
   c. Type in **group #** (total of 10 digits, preface with zeroes ex. 30 = 0000000030)
4. Click **SEARCH**
5. Right Click – **SELECT ALL**
6. Right Click – **DELETE SELECTED RECORDS**
   Once records have turned RED

   *At this point, if you want a report showing the title/barcode/price of all your deleted items:*
   a. Open **M3 REPORT TOOL**
   b. In your *Reports\Bib and Item Lists Folder*, find the following report and run it: *Item-List(Deleted-AllWithPrice)*
   c. When finished go back to your group in cataloging

   Otherwise continue on:
7. Right Click – **SELECT ALL**
8. Right Click – **PURGE SELECTED RECORDS**

C. Finding & Changing the BIBLIOGRAPHIC RECORDS to a DELETED STATUS

1. Open **CLEANUP** Utility You will most likely find this in the following place:
   a. Click the **START** button and select **ALL PROGRAMS**
   b. Highlight Mandarin **M3 → UTILITIES → CLEANUP**
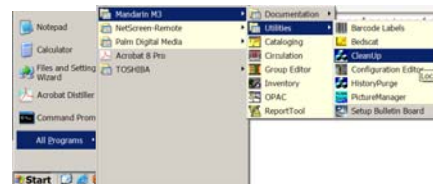
2. Make sure your catalog is displayed as the *"Active Database"*

3. Click *"FIND BIBS WITHOUT HOLDINGS"* button, a count will appear in the lower right hand corner

4. When finished, a window will appear telling you how many Bibliographic Records were found w/o holdings.
   At this point if you want to have a listing of these titles then only mark them deleted. Then open and run the following report: Bib-List(MarkedForDeletion)

5. Click **Delete All**. In the confirmation dialog box, click **OK**.
   (Once you've run your report you can either: Re-run CleanUp Utility and Purge the Records **OR** Search in Cataloging for Bibs w/Record Status of "d", Select all the records and Purge Select)

   Otherwise PURGE the records
6. Click **Purge All**. In the confirmation dialog box, click **OK**. This deletes and purges the records.