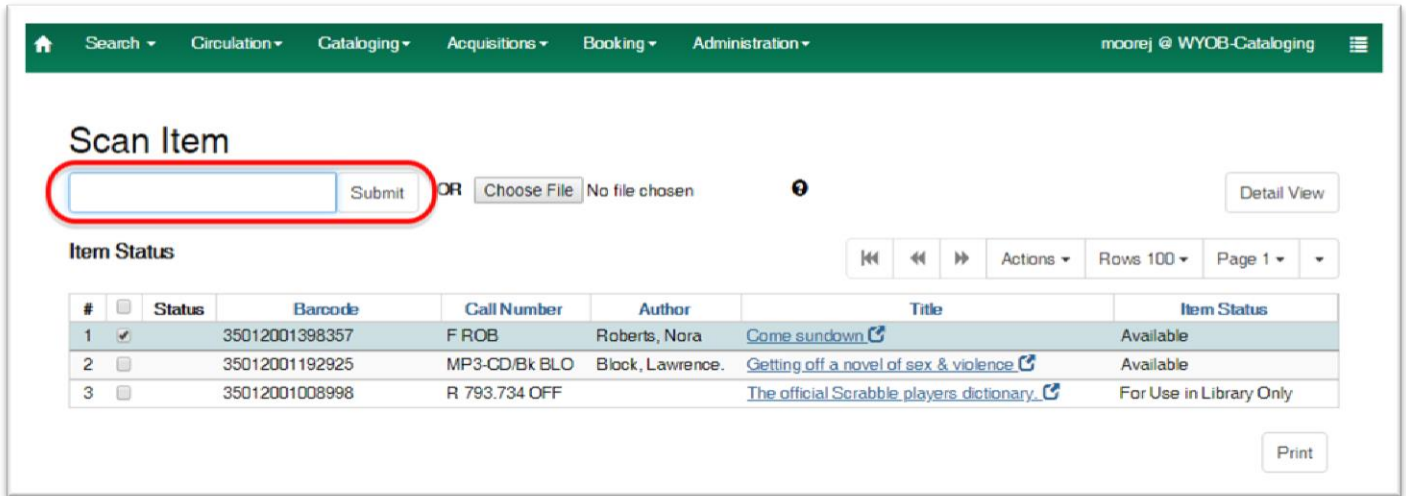


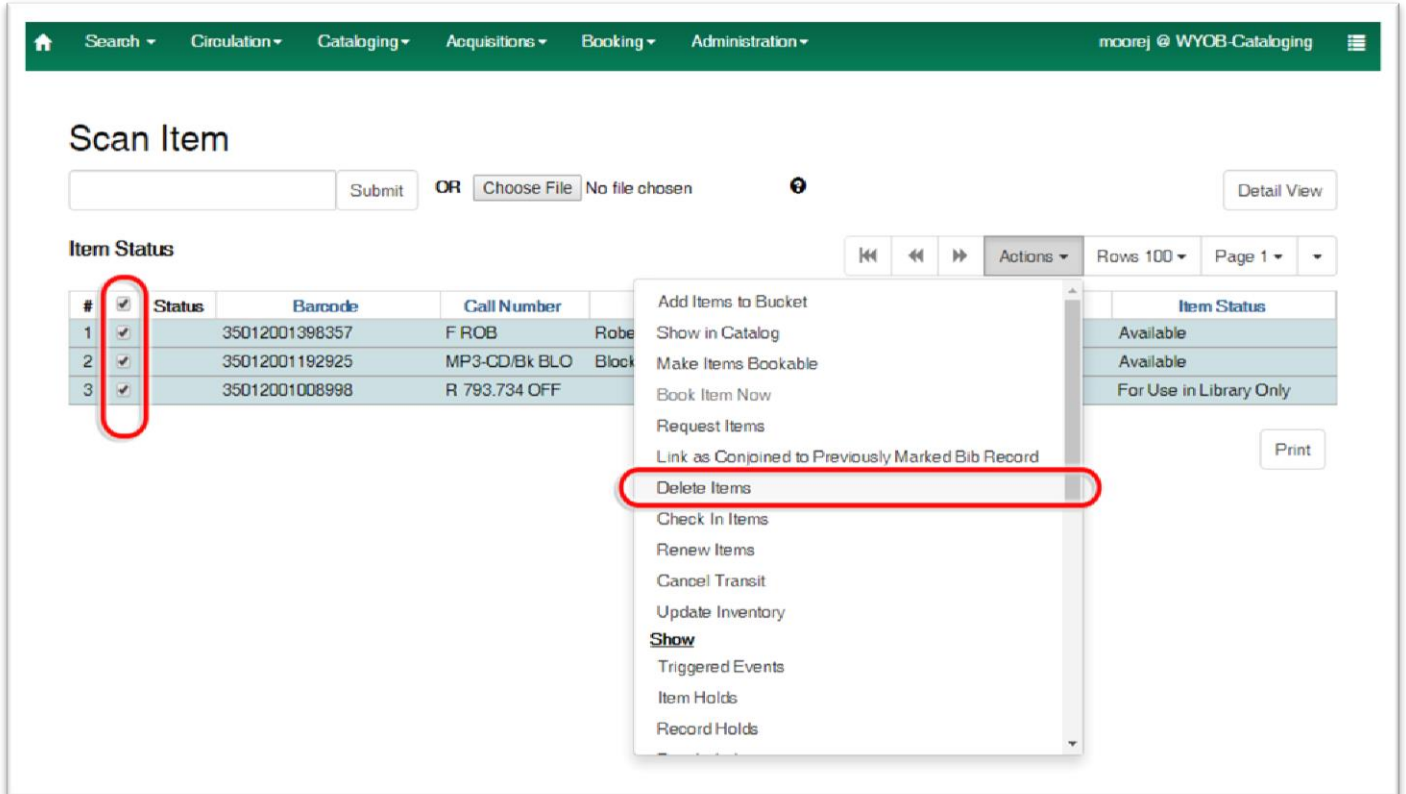
# How to delete item records in SPARK

## To delete individual item records:

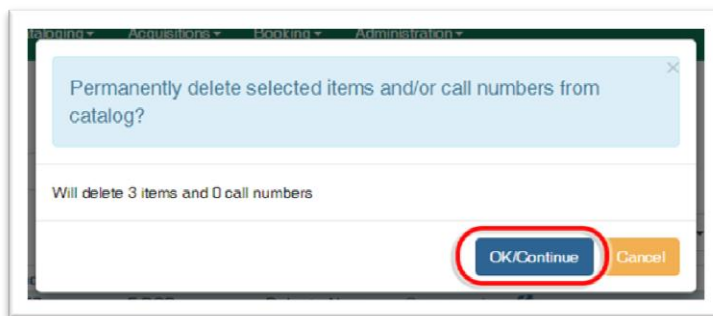
1. Go to “Item Status” and enter the barcode(s) of the item(s) to be deleted.



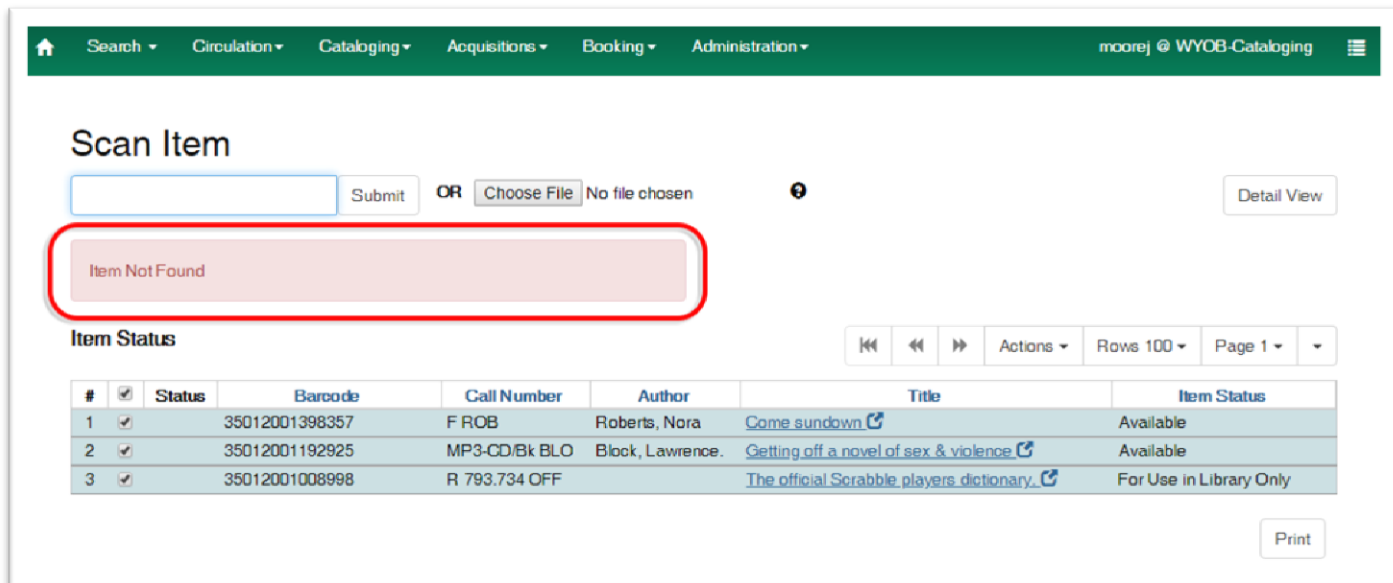
2. Make sure that the check box next to every row is selected. Then go to the “Actions” dropdown, and select “Delete Items”.



3. A message will appear, warning that items are about to be deleted. Click **“OK/Continue”**.

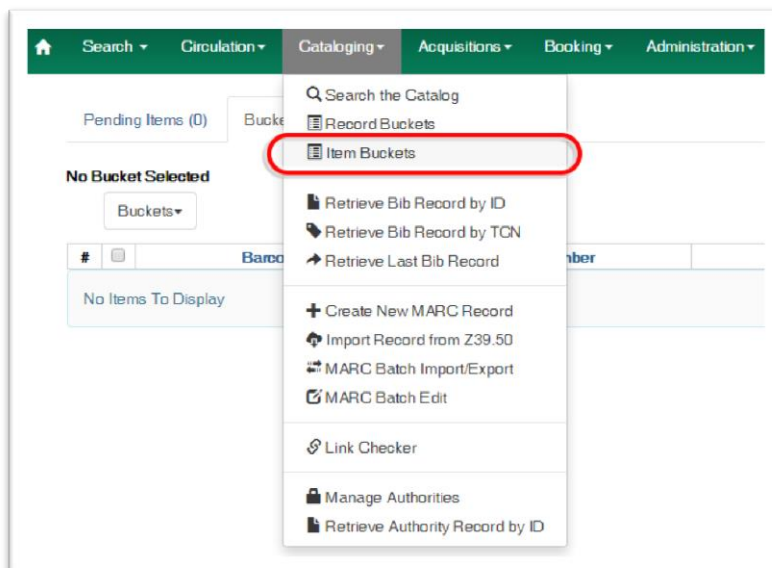


4. The item(s) are now deleted from the catalog (as confirmed by **“Item Not Found”** notification).

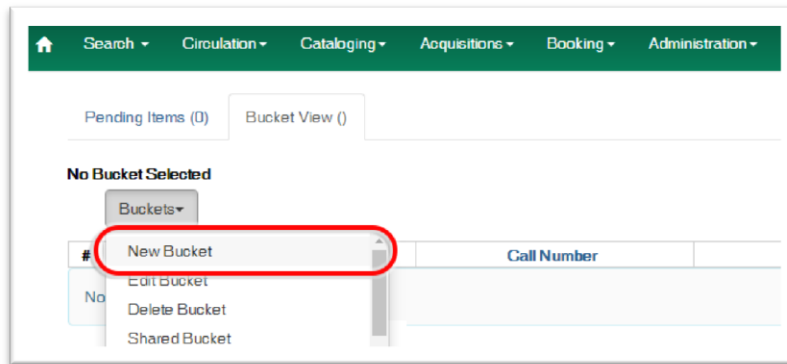


## To delete groups of item records:

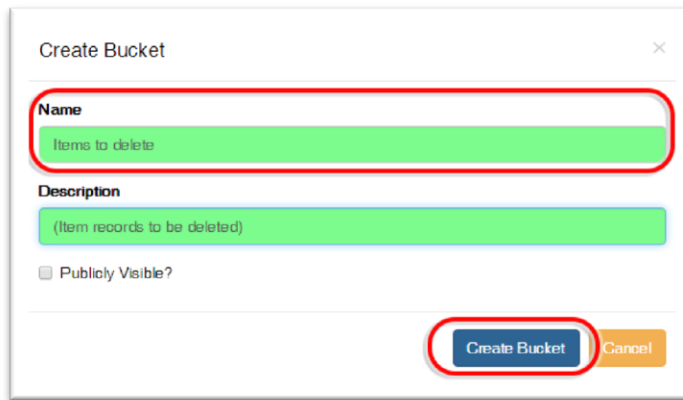
5. Create a new item bucket specifically to hold item records that are to be deleted:
  - a. From the **“Cataloging”** menu, select **“Item Buckets”**.



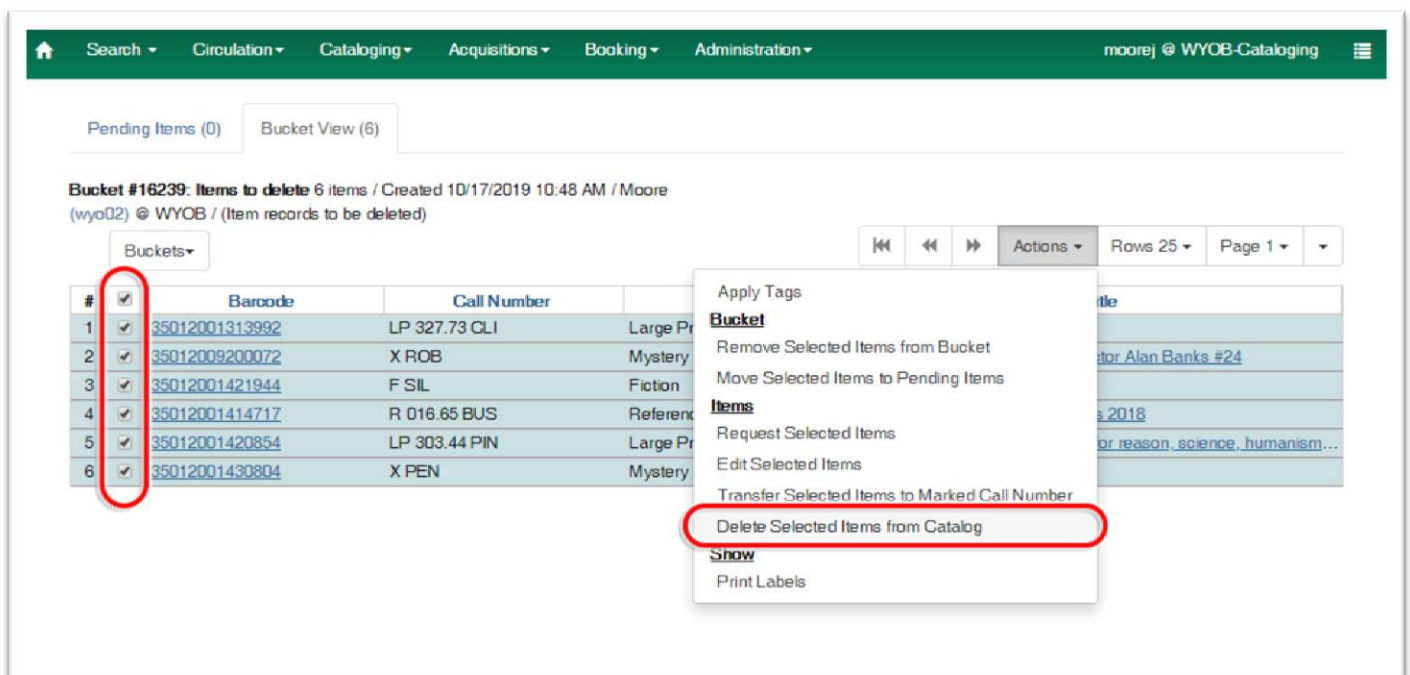
b. From the “Buckets” dropdown, select “New Bucket”.



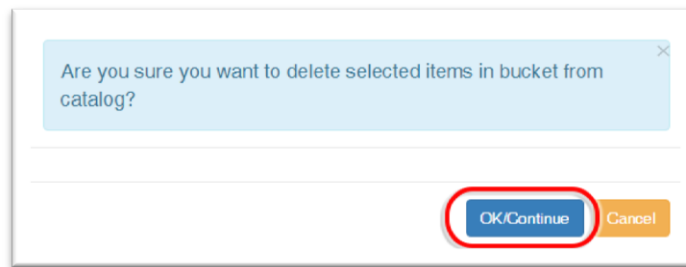
c. Enter a name for the new bucket (such as “Items to delete”), then click “Create Bucket”.



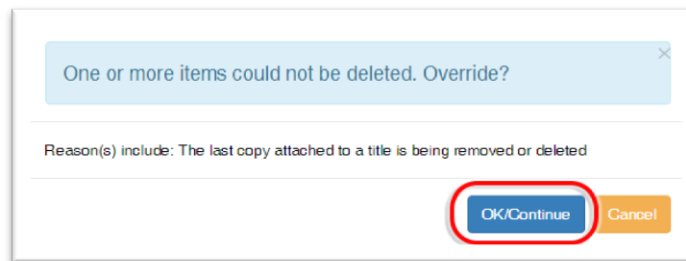
6. Once all items to delete have been added, open the item bucket. Make sure that the checkbox next to every row is selected. Then go to the “Actions” dropdown, and select “Delete Selected Items from Catalog”.



7. A message will appear, warning that items in the bucket are about to be deleted. Click “OK/Continue”.



8. If any of the items being deleted are the last items attached to a bibliographic record, a warning message will appear. Click “OK/Continue”.



9. The items are now deleted from the catalog, but the item record listings will still display in the bucket. To remove them, open the “Items to delete” bucket. Make sure that the check box next to every row is selected. Then go to the “Actions” dropdown, and select “Remove Selected Items from Bucket”.

The screenshot shows the SPARK interface. At the top, there is a navigation bar with a home icon, search, circulation, cataloging, acquisitions, booking, and administration menus, and the user name "moorej @ WYOB-Cataloging". Below the navigation bar, there are tabs for "Pending Items (0)" and "Bucket View (6)". The main content area shows "Bucket #16239: Items to delete 6 Items / Created 10/17/2019 10:48 AM / Moore (wyo02) @ WYOB / (Item records to be deleted)". There is a "Buckets" dropdown menu. Below this is a table with 6 rows, each with a checkmark in the first column. The table columns are "#", "Barcode", "Call Number", and "Title". The "Actions" dropdown menu is open, and "Remove Selected Items from Bucket" is highlighted with a red circle. Other options in the menu include "Apply Tags", "Move Selected Items to Pending Items", "Request Selected Items", "Edit Selected Items", "Transfer Selected Items to Marked Call Number", "Delete Selected Items from Catalog", "Print Labels", and "Show".

#	Barcode	Call Number	Title
1	35012001313992	LP 327.73 CLI	Large P...
2	35012009200072	X ROB	Mystery
3	35012001421944	F SIL	Fiction
4	35012001414717	R 016.65 BUS	Referenc
5	35012001420854	LP 303.44 PIN	Large Pr
6	35012001430804	X PEN	Mystery