

Delete by barcode

Note: Deleting by barcode works best for larger quantities of items. To delete just a few items, set the item status to DISCARD and the collection to DISCARD.

****Please note that once you have scanned an item in under Item Use 3, you cannot undo the process.**

1. Check-in the items you wish to discard.
 - a. If there are holds, and you are deleting the last item, cancel the hold and send a hold cancellation notice.
 - b. Clear fines (if appropriate).
2. Select Count Use on the left-hand side of Millennium Circulation.
3. Select Item Use 3.
4. Scan barcodes of items you wish to delete.
5. At least once a week, all items that have been scanned will be updated to status DISCARD and collection DISCARD.