

## Deleting Item Information in Batches in MassCat

**To delete a group of items at the same time, do the following:**

Login to MassCat using your username and password:

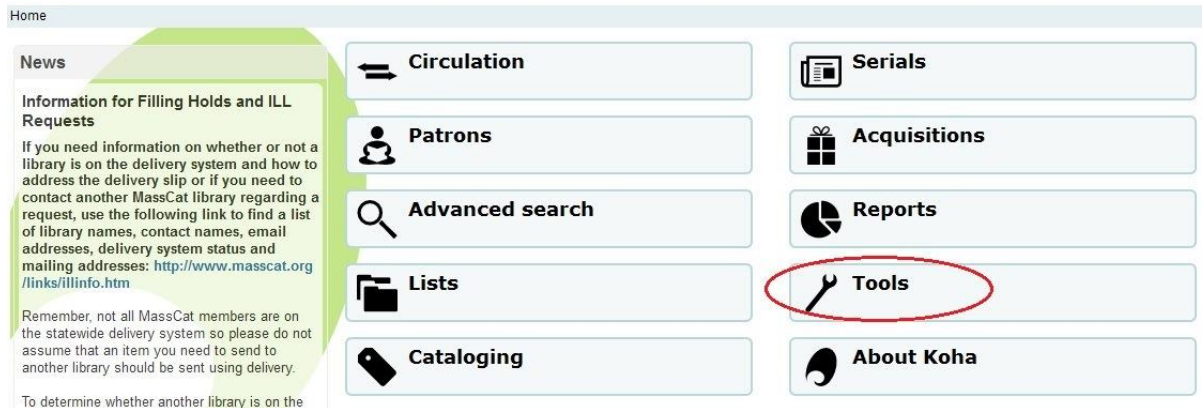


Username:

Password:

Login »

Click on the "Tools" link on the top right column of the screen:

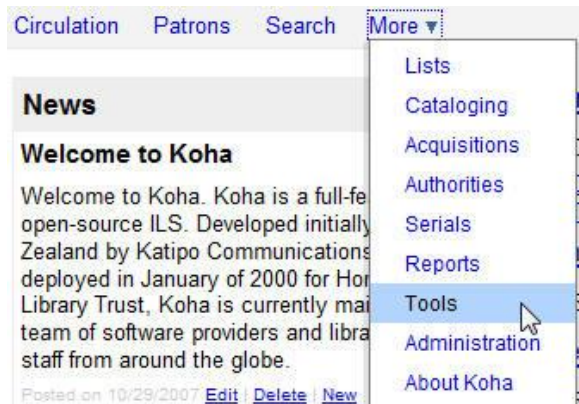


Home

News  
Information for Filling Holds and ILL Requests  
If you need information on whether or not a library is on the delivery system and how to address the delivery slip or if you need to contact another MassCat library regarding a request, use the following link to find a list of library names, contact names, email addresses, delivery system status and mailing addresses: <http://www.masscat.org/links/illinfo.htm>  
Remember, not all MassCat members are on the statewide delivery system so please do not assume that an item you need to send to another library should be sent using delivery.  
To determine whether another library is on the

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If you are already logged in to the system, click on the "More" link toward the top left corner of any screen and select "Tools" from the list:



Circulation Patrons Search **More** ▾

News  
**Welcome to Koha**  
Welcome to Koha. Koha is a full-fee open-source ILS. Developed initially in New Zealand by Katipo Communications and deployed in January of 2000 for the University of Toronto Library Trust, Koha is currently maintained by a team of software providers and library staff from around the globe.  
Posted on 10/29/2007 [Edit](#) [Delete](#) [New](#)

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You will be taken to a new screen. Click on the "Batch item deletion" link:

Home > Tools

**Patrons and circulation**

- Comments  
Moderate patron comments.
- Patron card creator  
Create printable patron cards
- Patrons (anonymize, bulk-delete)  
Delete old borrowers and anonymize circulation history (deletes borrower reading history)
- Upload patron images  
Upload patron images in batch or one at a time

**Catalog**

- Batch item deletion**  
Delete a batch of items
- Batch item modification  
Modify items in a batch
- Export bibliographic and holdings  
Export bibliographic and holdings data
- Inventory/stocktaking  
Perform inventory (stocktaking) of your catalog
- Label creator  
Create printable labels and barcodes from catalog data
- Quick spine label creator  
Enter a barcode to generate a printable spine label. For use with dedicated label printers

**Additional tools**

- Calendar  
Define days when the library is closed
- Task scheduler  
Schedule tasks to run

To delete a group of item records at the same time, you can scan your barcodes one by one into the box labeled "Barcode list (one barcode per line)" or you can load a file of barcodes that you have scanned and saved to your computer by clicking the "Browse" button and locating the file on your computer. The file MUST be a plain text file with a '.txt' extension. Spreadsheet files and word processing documents will not work properly. Click "Continue" when you have entered your barcodes:

## Batch item deletion

Use a file

Barcode file

Item number file

File:  **Browse...**

Or scan items one by one

Barcode list (one barcode per line):

**Continue** [Cancel](#)

A new window will open up. This window displays the list of items that you entered. You can modify the display and hide columns of information that show by unchecking the name of the column of information that you do not wish to have display to you.

Scroll down to the bottom of the list of items to get to the "Delete Selected Items" button. Remember, when you click this button, your items will be deleted. Be sure you have the correct items entered before clicking this button.

A "progress" bar will appear letting you know that the system is working on the change. Depending upon the number of items you are attempting to change, this process could take a few seconds.

You will be taken to a new screen that will tell you how many items were deleted. There will be a link to take you back to the batch item deletion screen. Click that link if you would like to delete more items as a group. Otherwise move on to another part of the system to do something else.