

10.10.30

Delete Library Holding from a SILO Locator Item

Delete holding information from any record in the SILO Locator after searching and identifying an item. Delete holding information from the SILO Locator record for items that have been weeded from the library's collection.

The instructions in this module do not cover accessing the Internet. The instructions begin after the Internet connection is made.

1. Launch World Wide Web browser.
2. Login to SILO Interlibrary Loan. See 10.07.00 How to Login to SILO Interlibrary Loan.
3. Search the SILO Locator. See 10.10.00 Search the SILO Locator.
4. Display the long record of the item and verify that this is the correct item. The record information will indicate that the library that is logged in has holdings information attached.
5. Select **Delete Library Holding**
6. Verify the item and click on Delete **Library Holding**.
7. The Delete Item Confirmation will appear.
8. Monitor the status of the item by clicking on the link **Add/Delete Holdings Log**.