**Deleting LHR’s for SCP serials**

Last reviewed: 151113

(note: this procedure is also part of [SCP Procedures for Creating and Deleting LHR’s](SCP%20Procedures%20for%20Creating%20and%20Deleting%20LHRs.docx))

If we are entirely removing a title from SCP (i.e., access no longer available)

* Put a 951 in the record with the appropriate er-holdings codes, then hit Shift-F8 to delete the holdings for the campuses. You will get a dialog box



* Click “Yes” to delete the holdings. Verify that holdings/LHRs have been removed. If holdings still exist repeat step with proper scper codes since **if you don’t put in the exact holdings to delete, this will not work properly.**

If we are dropping one or more campuses from a title and that title has no other access for that campus or campuses (i.e., UCB drops out of a tier 1 resource which is the only UCB access for that resource):

* Catalogers will make changes to the bib record, including changing the 856|z and removing the 920 for UCB.
* A 599 UPD note will be added to the bib and the record will be resent to the remaining 9 campuses.
* The cataloger will then need to manually delete UCB’s holdings and LHR from the OCLC record for that title by putting a 951 in the record with the appropriate er-holdings code, then deleting the holdings for that campus. OCLC will ask if you’d like to delete the LHR associated with this campus, and you can hit “yes.”
* New LHR’s will be resubmitted for the other 9 campuses still having access to the title in the weekly LHR process. New LHRs will reflect update info, i.e., that this title is now a tier 2 with the nine remaining campuses listed as having access.

Note that usually when a campus drops out of an entire package, an e-mail is sent to the campus to delete all titles contained within that package.

According to OCLC: “If you have a significant number of records from which to delete holdings, request a batchload project to delete the holdings. If you have a cataloging subscription, you can get the batch project at no extra cost, but you give up the credits that you would have received by doing the work online.”