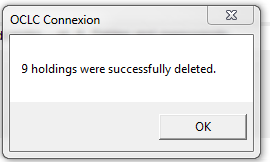
**Deleting OCLC holdings for SCP monographs (including holdings symbol “merer”)**

**Last updated: 141118**

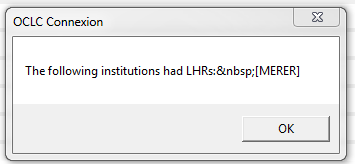
(For instruction on deleting **serial** holdings/LHR’s, please see document: [Deleting LHR’s for SCP Serials](Deleting%20LHR's%20for%20SCP%20Serials.docx)

**PART A, deleting all holdings for monographs except “merer”**

* Log into the Connexion client using the SCP agent authorization.
* Pull up your record.
* Add the appropriate holdings symbols you want deleted in the 951 field, all 10 or any combination of them. **NOTE IF YOU NEED TO DELETE MERER (UCM’s) HOLDINGS YOU WILL NEED TO FOLLOW PART B as well, since they add LHR’s for monographs.**
* Press Shift-F8 to delete holdings.
* If merer holdings/lhrs are not attached, you will get a dialog box like this (note number of holdings may vary):

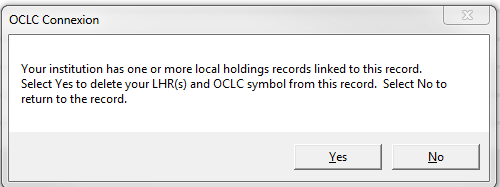


* **If merer holdings are attached** , you will get a dialog box with similar info below, if this is the case, go to part B



**Part B, deleting the “merer” holdings**

* Normally holdings have been deleted at this point EXCEPT FOR MERER. **Merer holdings and their LHR will still be attached.**
* Click “OK”, go back and add “merer” only to the 951 and press Shift-F8 again and you will get the dialog box:



* Click “Yes” to delete the “merer” holdings
* Double-check to see that holdings have been deleted.

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.”