

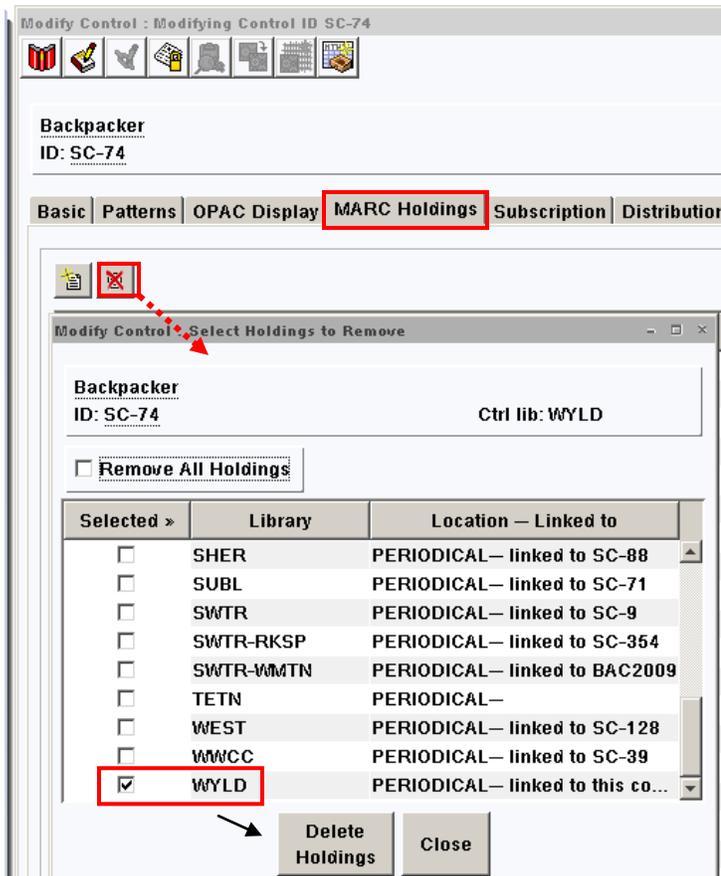
## Removing MARC Holdings Records

(WYLD Technote 004)

The 866 tag of the MARC holdings record creates the display of information for the WULP (Wyoming Union List of Periodicals). If a library has ceased receiving a serials title but plans to retain its back issues, the library would not delete its MARC holdings record but would edit it so the library's run of issues for that title would display in the WULP. If however, the library completely withdraws the publication and its holdings from the collection, the library would want to remove its WULP display for that title. This same holdings information displays when the record is retrieved in WYLDCAT. The MARC holdings information displays between the bibliographic record display and the display of barcoded issues.

**To remove a MARC holdings record from a serials control record, perform the following steps:**

1. Retrieve the title using the Modify a Serials Control wizard in the group of Serials Maintenance wizards. Note: If retrieving your serials control record directly, skip step 2.
2. Highlight your library's serials control record from the listing of serials control records which appears if more than one library has created a serial control record. Click the Modify Control button.
3. Click on the MARC Holdings tab.
4. Click the Remove button to retrieve the window shown below.



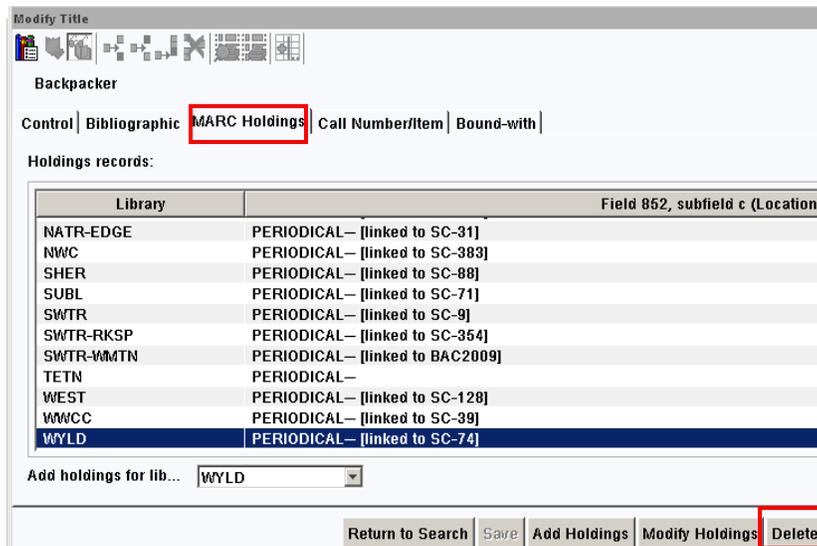
5. Click on the box next to your library's information as shown above.
6. Click the Delete Holdings button.
7. A confirmation box will appear indicating which MARC holdings record was removed. Click the OK button.

If the serials control record has already been removed but the MARC holdings record remains, the library's holdings will still display in the WULP. However because the serials control record has been removed, it is no longer possible to retrieve the MARC holdings record through serials wizards.

**Removing the serials control record does not automatically remove the MARC holdings record.**

**To remove a MARC holdings record when there is no longer a serials control record, perform the following steps:**

1. Retrieve the title using the Modify Title wizard in the group of Title Maintenance wizards.
2. Click on the MARC Holdings tab.
3. Highlight the entry you wish to delete.



4. Click on the Delete button as shown above.
5. A delete confirmation box will appear asking if you are sure you want to delete the selected holdings records. Click YES to complete the deletion process.

**This does not remove the serials control record. It removes only the selected MARC holdings record.** If a library is no longer going to maintain the serials control record, it must be removed separately using the Remove Control wizard in the group of Serials Maintenance wizards.

See also [technote 98](#), *Creating MARC Holdings for Summary Serial Holdings Statements*