

Editing and Deleting Item Records in Horizon

Editing an Item Record

Be very careful when following these instructions that you **do not edit a record that belongs to another library**. Make sure the Location of the item you choose to edit is your location.

At this point you should be looking at a list of items in a white area of the screen. The blue bar at the very top of the screen should have your location's name and the word [Copies].

Click on an item whose Owner is your library to highlight it.

If using keyboard, strike the F10 key and select the **Copy/Item List** by using the Enter key. If using the mouse, click on the icon that resembles a page of lined paper ("Send to") and select the **Copy/Item List**.

The item you highlighted in the last step should be highlighted in the window that appears. Click on the Edit button, and you will see a workform. These are the fields to change if they are not accurate:

1. Tab twice or click on **Item Type**. Change from UNK to the correct type (f, nf, v, etc.). Use "Codes" to list your choices. The first letter you key in will prompt the system to fill in the entire code.
2. **Location** and **Owning Note** should have your 3-letter code. (Owning Note is optional)
3. Tab to or click on **Collection** and enter first letters of the collection code (the system will fill in the entire code). Use the "Codes" button if you're not sure.
4. If necessary, correct call number to match that on card or book. Remove any slashes or other marks and insert a single space between the call number (F, jF, etc.) and the letters of the author's last name.
5. Hit the Save key and then the Close key. You can do a new search at this point by pressing the F2 button on your keyboard.

Deleting an Item Record

As you work you might find item records that you want to delete because you are weeding the item or it has already been weeded.

Be careful to delete only your own item records!

You need to be in the Copy/Item list.

1. Highlight the item you want to delete.
2. Click on the Edit button in the lower left corner of the window.
3. In the Item Status field, change the status to w (for withdrawn).
4. Click on Save, then Close. The item will remain in the catalog for a few days to a week or so, but will then be purged by a process run at CEF.