



**Introduction:** LS2 Circ **Staff Services** tab provides options to delete an item displayed on the list of Items.

How to Delete / Discard an Item / barcode

1. Staff Services tab, click the **Titles & Items**, search for the title you want to delete / discard
2. With the correct title displayed in *Items*, highlight the barcode you want to delete
3. Click **Delete Item button**.
4. A Confirm Item Delete dialog will display asking, “Are you sure you want to delete the item barcode, owned by Location. If this is the correct item to be deleted, click OK.”.
5. A highlighted notice will briefly display to the right of the Items section heading advising, Item barcode was deleted successfully.
6. The deleted item will be removed from the Items list.

The screenshot shows the library system interface. At the top, there are navigation tabs: Borrower Services, Staff Services (selected), PAC, REPORTS, and FirstSearch. Below the tabs, there's a header bar with the user name 'Mears (Jane)', the word 'Circulation', the time '8:38 am, January 27, 2012', and a notification icon. On the left side, there are several green buttons: Titles & Items (F4), Messages (F7), Bookings, Requests Shelf, and Item Transfers. The main content area is divided into sections. The 'Titles & Items' section has a search bar and a 'Search' button. Below it is the 'Title Info' section for the title 'Forests of silence' by Rodda, Emily. The 'Items (1)' section contains a table with one item: Item ID 31750000228935, Call # ROD, Holdings Code JMFIC, Status 'Lost: Automated Long Overdue Processing', and Price 10.00. At the bottom of this section, there are buttons for 'Add New Item', 'Edit Item', 'Delete Item', and a checkbox for 'Show Local Items Only'. The 'Delete Item' button is highlighted with a red box. On the right side, there are details for the selected item, including 'Lost: Automated Long Overdue Processing', 'Circulation Info', and 'Basic Info'.

**Note:** You cannot delete a barcode that is checked out or in-transit. If you attempt the deletion, an error message will display advising, “Items that are checked out cannot be deleted.”

