1. ***Click*** on Remove Item Wizard.

2. In the Item Lookup step, ***identify*** the title, call number, or item you want to remove.

3. To delete the title and its call numbers and items, ***select*** the check box next to the title.

4. If you are removing selected items, ***select*** the checkbox next to the item or items to remove.

5. ***Select*** the *Delete* button.

The Remove wizard is delivered to prevent the accidental removal of a title when the last call number is removed. If removal is permitted, and this is the last (only) copy attached to the record, a warning will appear. If necessary, the Remove step displays an exception list indicating why the selected copies could not be removed. The number of volumes/copies removed also displays. Even if you select to remove all copies, the title and one call number with 0 copies will not be removed if permission has not been granted.