sierra cataloging

# How to Delete Locations

The [Deleting Location Codes](https://documentation.iii.com/sierrahelp/Default.htm#sgil/sgil_loc_delete.html) section of Sierra Help provides instructions for deleting a location or set of locations from your library's system. Whether you are removing a single shelving location or decommissioning a branch library, you will need to complete each step that applies to your library. Use the following checklists to streamline this process.

## Changes that must be made by Innovative

Request service commitment for the following removals:

* Remove location code(s) from the Alternate Location Names Mapping Table. For more information, see [REARRANGE attached records alphabetically by location](https://documentation.iii.com/sierrahelp/Default.htm#sadmin/sadmin_admin_corner_rearrange_attac.html).
* Remove location code(s) from Scoping tables. (See [Maintain Scope Menu](https://documentation.iii.com/sierrahelp/Default.htm#sadmin/sadmin_admin_corner_maintaining_the.html) for information on viewing scopes.) Remove locations from scope rules. If necessary, remove a scope. Verify that no login uses a scope that is being removed.

1. To remove a scope, submit a service request.
2. To edit existing scopes, contact Support.

* Remove location code(s) from Interlibrary Loan departments [Multiple ILL Departments].
* Remove location from Accounting Units. If you are deleting a set of locations, for example, all the locations associated with a branch or consortium member library, and that set of locations has an accounting unit associated with it, contact Customer Support to remove the accounting unit.

Submit a service request.

* Remove location from Serial Units. If you are deleting a set of locations, for example, all the locations associated with a branch or consortium member library, and that set of locations has a serial unit associated with it, contact Customer Support to remove the serial unit.

Submit a service request.

* Remove location code(s) from the INN-Reach Agency Mapping File [if your Local Server operates under the INN-Reach Agency Model].
* Remove location code(s) from Sending Items Home settings (if the library is deleting a Locations Served table entry).
* Remove location code(s) from Patron Partitioning settings (if the library is deleting a Locations Served table entry).
* If your library uses locations-based options groups, contact Customer Support to have an options group removed for a deleted branch or department after removing the options groups from all logins assigned to it.

This publication is supplied for the exclusive use of customers of Innovative Interfaces with the understanding that it shall not be shown or distributed to anyone outside of the customer's organization without the prior written permission of Innovative Interfaces. This publication may be copied only if the copies are for the exclusive use of staff members of libraries that have purchased the Innovative system.

© 2022, Innovative Interfaces, Inc.