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.

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