References:
http://csdirect.iii.com/sierrahelp/Default.htm#sgil_loc_delete.html

III recommends that location codes not be deleted if they have been active recently and to use special care in deleting codes since they are used in so many parts of the system.

Requests to delete a location code should be sent to the Head of Technical Services, Cheryl Conway.

1. Run a create list to ensure that the code is no longer in use.
   Done in: Sierra
   Done by: Kulczak

2. Review current templates that ensure that the code is no longer in use.
   Done in: Sierra
   Done by: Cataloging, Serials, Acquisitions

3. Ask III to Update Scopes (service commitment)
   Done in: III admin
   Done by: Juhl, Roser

4. Update Advanced System Admin, as needed
   Done in: Sierra desktop
   Done by: Juhl. Roser
   a. Holdings Symbol Table (if bib level location with a new OCLC code – unlikely)
      http://csdirect.iii.com/sierrahelp/Default.htm#sril_circ_param lr.html
   b. Rules for Requesting
      http://csdirect.iii.com/sierrahelp/Default.htm#sgasaa_requestrl.html

5. Update other System-wide settings
   Done in: Admin Corner
   Done by: Juhl, Roser
   a. Location Mapping Table (Additional System Options > Maintain Record Links > Examine Location Mapping Table)
      http://csdirect.iii.com/sierrahelp/Default.htm#sadmin_admin_corner_examine_locatio.htm
   b. Locations Served (Additional System Options > Alter System Parameters > Circulation Parameters > Locations served)
      http://csdirect.iii.com/sierrahelp/Default.htm#sadmin_admin_corner_loc_served2.html

6. Update Circulation Parameters, as needed
   Done in: Sierra desktop
   Done by: Juhl, Faulkner-Robinson
   a. Branch address table (if removing entire bib-level location, rare)
b. Loan Rules and Loan Rule Determiner
   http://csdirect.iii.com/sierrahelp/Default.htm#sril_circ_param_lr.html
   http://csdirect.iii.com/sierrahelp/Default.htm#sril_circ_param_lr_dtr.html

c. Days Closed and Hours Open tables
   http://csdirect.iii.com/sierrahelp/Default.htm#sril_circ_param_days_closed.html
   http://csdirect.iii.com/sierrahelp/Content/sril_circ_param_hrs_open2.html

d. Statistical Group table
   http://csdirect.iii.com/sierrahelp/Default.htm#sril_circ_param_statname.html

e. Hold Pickup Locations table
   http://csdirect.iii.com/sierrahelp/Default.htm#sril_circ_param_holdshelfmap.html

f. Time to Reshelve
   http://csdirect.iii.com/sierrahelp/Content/sril_circ_param_time.html

g. Time to Holdshelf (if used in future)
   http://csdirect.iii.com/sierrahelp/Content/sril_circ_param_time2hold.html

h. Library Priority table (not used currently – not compatible with title paging)
   http://csdirect.iii.com/sierrahelp/Default.htm#sril_circ_param_libpr.html

7. Update Circulation Options, as needed
   Done in: Admin Corner
   Done by: Juhl, Faulkner-Robinson
   a. Item types & locs for categories a, b, c, d (used for tracking the circulation of media types; not currently fully implemented)

8. Update WebOPAC
   Done in: Sierra desktop
   Done by: Juhl, Hurd
   a. LOC wwwoption (link to information about that location)
      http://csdirect.iii.com/sierrahelp/Default.htm#sril_record_display_options.html?Highlight=loc%20wwwoption
   b. Update Help pages and search forms, as needed
   c. Restart web server
      http://csdirect.iii.com/sierrahelp/Default.htm#sadmin_admin_corner_restartterminal.html?Highlight=restart%20web

9. Alert users that the location code has been deleted.

   dek / bj rev. 04/16