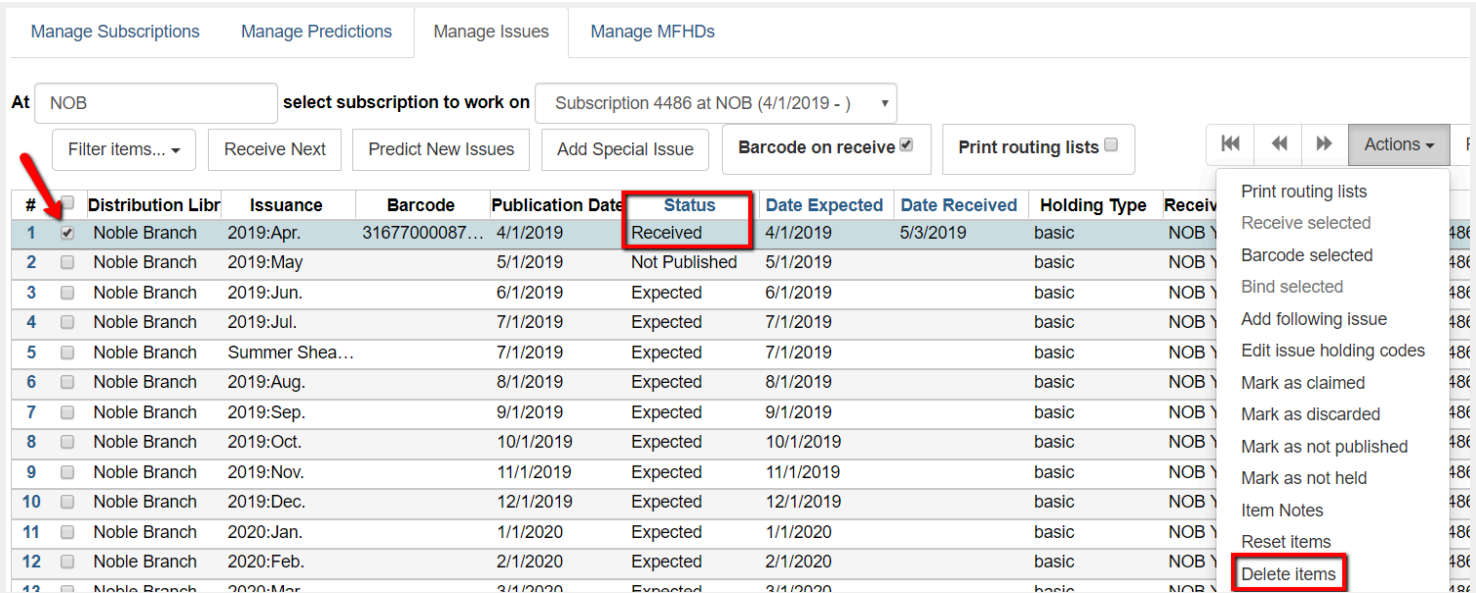# Deleting Subscriptions and Items

Deleting Subscriptions

If your library is no longer receiving a serial title you may wish to delete the subscription. Subscriptions cannot be deleted if there are any "dependent objects" (e.g. Received items) associated with them. To delete a subscription for which issues have been received:

- On the Serials Menu, choose" Manage Subscriptions"
- Choose the "Manage Issues" tab
- Select all items that have been received
- From the "Actions" menu, choose "Delete Items"

- When the pop-up confirmation displays, click "OK/Continue"

  Next:

- Select the "Manage Subscriptions" tab
- Select the subscription you wish to delete
- From the "Actions" menu, choose "Delete Subscription"

#		Owning Libra	Distribution L	Distribution L	Item Stream	Offset	Start Date	End Date	Route
1	☐	Noble Bran…	Noble Bran…	Adult Maga…	4802		4/1/2019 1…		NOB
2	☐			test	4809		5/15/2019 …		
3	☑			Adult Maga…	4810	1 day	6/1/2019 1…		

Actions ▾ menu:
- Apply Binding Template
- Additional Routing
- Subscription Notes
- Distribution Notes
- Link MFHD
- Delete Subscription
- Delete Distribution

Deleting Items

To delete items, but *retain a subscription*: (e.g. when weeding issues)

- On the Serials Menu, choose Manage Subscriptions
- Choose the "Manage Issues" tab
- Select all items that have been received but are being weeded
- From the "Actions" menu, choose "Reset Items"
- Select all items to be deleted
- From the "Actions" menu, choose "Delete Items"